**Job Description: Chief Executive Officer**

|  |  |
| --- | --- |
| **Location** | Association |
| **Objectives of the Role** | Responsible for the implementation if the strategic plan and the overall operations of the association |
| **Working Relationships** | Reports to the Board and Governing Committee through the President |
| **Expectations of the Role** | * Manage delivery of outcomes as directed * Exercise a high level of initiative * Prioritise both daily and on a long-term basis * Exercise discretion and maintain confidentiality * Liaise with a variety of people and organisations * Represent the Association with Stakeholders * Work with members and stakeholders * Utilise relevant computer skills at a high level |
| **Duties and Responsibilities** | **Manage the operations of the association**   * Management of finances * Implement strategies * Manage relationships with members, staff and external stakeholders   **General Duties**   * Oversee ensure projects are completed on schedule * Market and grow membership * Attend meetings with members and events as directed by the Committee * Provide liaison services to ATO, auditors and external accountants. |
| **Key Performance Indicators**  *Used to determine levels of performance by the employee and are linked to the goals, strategies and outcomes of the*  *organisation.* | * All financial reports and records are kept up to date * Growth in membership * Satisfaction by members * Growth in Revenue |
| **Competencies for the Role** | * High level communication skills * Excellent writing and analytical skills * High leadership ability * Ability to work with Committee, Staff, Volunteers * Strong interpersonal skills * Skilled governance and risk management * Strong financial analytical skills |