**Job Description: Chief Executive Officer**

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| **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
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| **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.
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| **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
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| **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
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