

Wisconsin Association of Osteopathic Physicians & Surgeons

Job Description

Executive Director

Purpose

To ensure that the Wisconsin Association of Osteopathic Physicians and Surgeons (WAOPS) and its Board of Trustees maintain credibility, value, and financial viability as a not-for-profit 501c(6) organization representing Osteopathic Physicians in Wisconsin.

Responsibilities

Financial:

- Pay bills & manage finances
- Provide financial reports & prepare budgets
- Maintain viability through fiscal responsibility

Administrative:

- Meet periodically with Executive Leadership Team
- Coordinate board & committee meetings, take minutes at meetings
- Carry committee ideas forward
- Respond to emails/mail expediently
- Provide reports as requested by regulatory authorities

Membership/Conferences:

- Engage & Recruit members; collect membership dues
- Maintain lists, databases, and association documents
- Organize and execute CME conferences (with guidance from CME committee)

Outreach:

Engage in outreach with WAOPS partners/friends across Wisconsin (e.g. students, legislators, vendors, business partners)

Time Commitment:

8-12 hours per week on average; increased on days surrounding special events & conferences

Compensation:

Commensurate with experience.