

# 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 as a not-for-profit organization; to develop financial strength of the Association through increased membership and non-dues revenue; to represent professionally the Association; to develop and implement strategies to meet the needs of its members through enhanced member benefits, communications, committee-work and continuing medical education; to manage effectively and efficiently its office functions; and to strengthen the public's knowledge of osteopathy within the community.

## **Responsibilities**

### **1. Administration**

- Support the administrative needs of the Wisconsin Association of Osteopathic Physicians and Surgeons (WAOPS).
- Oversee daily activities of WAOPS and other duties as deemed necessary for the accurate operation of the Association.
- Responsible for all manuscripts, documents and records of the Association. Report and produce at all times upon the content of those papers when called upon to do so.
- Ensure that WAOPS complies with all regulatory requirements by filing all required documentation in a timely manner/pre-determined time line.
- Complete and support all tasks designed to ensure WAOPS achieves its goals.

### **2. Membership-General**

#### **Oversee:**

- Work with Membership chair/Board of Directors to research potential membership benefits and present them to the Board for review and approval.
- Provide friendly, accurate and timely customer service.
- Maintain an up-to-date mailing list of members and prospective members with appropriate membership categories.
- Prepare and send membership renewal statements in a timely fashion with appropriate follow-up.
- Prepare and send membership applications to potential members.
- Recruit new members

### **3. Association Documents**

- Maintain the documents of WAOPS (e.g. Constitution, Bylaws, membership criteria, long range planning, etc.) in appropriate form for easy retrieval and distribution.
- Maintain a library of historic WAOPS documents for reference.
- Assist in the review and updating of documents.
- Prepare and publish any Bylaw changes for consideration and vote by the membership and send documents to WAOPS for approval.
- Maintain and update WAOPS website

### **4. Financial**

- Collect and record fees for membership, seminars, meetings, educational programs, or other functions sponsored by WAOPS.
- Acknowledge payment of fees to members and meeting participants, educational participants and participants in other functions conducted under the auspices of WAOPS
- Create a yearly balanced budget for the review of the board
- Prepare appropriate reports for all business meetings.
- Practice due diligence in accurately applying revenues and expenses.
- Work with the Treasurer and an outside Certified Public Accountant to prepare annual financial statements, IRS reports, etc.
- Deposit all monies in WAOPS bank account.

## **5. Meetings-Business**

- Assist the President with preparation of agendas.
- Obtain committee reports from the chairs for meetings, copy and distribute.
- Arrange for meeting space, refreshments, lunch, etc.
- Notify appropriate individuals of date, time, and place of meetings.
- Arrange block of hotel rooms, if applicable.
- Record minutes.
- Prepare minutes of all officially called meetings, special meetings or other gatherings convened to conduct business-related matters of WAOPS
- Publish and distribute minutes to the appropriate persons within pre-determined timelines.
- Assist President, other officers and committee members with follow-up from meetings.
- Review all bills related to business meetings and submit them to appropriate person for payment.

## **6. Meetings-Convention/CME**

- Provide administrative support for the program chair/course coordinator of any scheduled educational meetings by WAOPS. This includes but is not limited to collecting, assembling, duplicating and distributing course materials to the participants, speakers, etc. at conventions/CME meetings or other WAOPS sponsored educational programs.
- Manage all WAOPS meetings and continuing medical education conferences.
- Provide promotion of all meetings to the appropriate persons (i.e., membership, media, The DO, JAOA, etc.)
- Negotiate all contracts with hotels and suppliers.
- Assist the program/CME chair and planning committee with all aspects of the meeting planning process, such as:
  - Meeting room assignments, menus, A/V equipment, signage, entertainment, etc.
  - Preparation of pre-registration brochures, exhibitor prospectus, and program materials.
  - Assist in the development of marketing for contributions and exhibits.
- Assist program/CME chair and planning committee with on-site management of meeting to include registration (i.e. sign-in, badges, tickets, program packet, etc.)
- Assist with planning of social events.
- Assist with preparation and presentation of awards, gifts, plaques, etc.
- Review all meeting invoices, reconcile and submit to appropriate person for payment.
- Prepare appropriate CME attendance records and report to AOA Department of CME.
- Prepare financial reports.
- Prepare appropriate follow-up letters to contributors, exhibitors, speakers, etc.

## **7. Contributors/Exhibitors**

- Executive Director may engage in activities sanctioned by the Board designed to increase non-dues revenue.
- Assist with development of corporate contributors by maintaining an up-to-date database, preparing and mailing solicitations and/or prospectus for potential contributors/exhibitors.
- Create a list of contributors/exhibitors and provide to appropriate liaison for the newsletter, web site and meeting program.
- Encouragement of members to recruit new corporate contributors/exhibitors.
- Maintain financial data on corporate and educational grants.
- Prepare and distribute letters of appreciation to contributors/exhibitors

## **8. Legislative**

- Maintain relationships with legislative bodies in order to promote pro-osteopathic language in relevant legislation.
- Assist the legislative committee in tracking grassroots legislative campaigns for local and national issues as directed by the Board.

## **9. Editorial/Newsletter**

- Assist in the preparation, printing, and distribution of the newsletter as requested by editor.
- Provide information to the editor according to pre-determined time lines.
- Maintain an up-to-date newsletter mailing list to include all categories of membership, other osteopathic state societies, and appropriate AOA departments.
- Write and distribute articles, advertisements and other promotional material as needed to further the goals of WAOPS

### **10. Staff Support for Committees**

- Executive Director will staff all WAOPS standing committees, if requested by committee.
- Responsibilities include: notification, preparation and distribution of materials, reimbursement, etc.

### **12. Outreach**

- Develop a positive relationship with the Wisconsin Board of Medicine.
- Build good relations between WAOPS and other relevant medical associations.
- Promote Osteopathic medicine within the state.
- Help retain current members each year through a board-approved marketing plan using direct mail, face-to-face meetings, phone calls and other tactics.
- Maintain relationship with the AOA as well as other state societies.
- Maintain relationship with Regional Affiliate Organizations.

### **13. Other duties and Responsibilities**

- Represent WAOPS at AOA and other meetings as directed by the Board of Directors.
- Liaison with the American Osteopathic Association:
  - Interact effectively with the AOA's Component Society Affairs to further WAOPS's goals and objectives.
  - Facilitate conversations, strategic meetings, and program planning with relevant parties of the AOA.
  - Report AOA activities to WAOPS's Board.
- Handle all telephone inquiries and general correspondence, advising various officers and the Board of pertinent information.
- Forward copies of all pertinent correspondence to the President, committee chairs and other officers of WAOPS.
- Assist the President, other officers, and committee chairs with special projects as directed by the Board of Directors.
- Remain current in skills pertaining to the role and responsibilities of the Executive Director.