

american **CAMP** association™
Northern California
Cover Sheet for Board Action

Subject: Section Executive Job Description

Background: The northern California section of ACA has had an agreement for section administrative support services for many years. This agreement has been in the form of an independent contract with specific services to be provided.

In the process of strategic planning, it's important for the section board of directors to review this agreement and to look at the services that it wants to have provided in the role of section executive. We are required through the ACA national charter agreement to have a section executive and to provide a minimum number of member and public services. In the preliminary strategic planning discussions, the board has identified that the services of the section office may be a barrier to reaching section potential.

The section executive committee met to discuss this situation and decided to present a draft job description of a section executive to the board of directors. This job description was developed based on the services it was felt we would want and has no relationship to what we may or may not currently be receiving. A decision on this position is key to the remaining steps in strategic planning.

Action Requested: Discussion of the concepts included in the draft with the following possible outcomes.

1. Accept the draft
2. Accept the draft with revisions
3. Return the draft to the executive committee or another group to continue work in this area and then bring it back to the board.
4. Reject the draft and end the discussion.

Materials attached: Draft Position Description Section Executive

**Northern California Section
DRAFT Position Description**

Position: Section Executive

Date: April. 2005

Position Purpose and Scope:

This position is responsible for the overall direction and operational management of the work of the American Camp Association in northern California. This includes leadership development and support to the board of directors; design and implementation of member and outreach services; and direction to operational volunteers in the implementation of the major programs of ACA including education, professional development, accreditation, public relations, marketing, public policy and financial development. The Section Executive reports to the president of the section and is accountable to the section board of directors and its executive committee.

Accountabilities:

1. Organize, manage, and implement the work of the section as defined by the board of directors.
2. Work in partnership with the executive committee to provide board orientation and implement the board development plan.
3. Provide direction and support to operational volunteers in the implementation of national ACA programs & initiatives and monitor compliance with guidelines
4. Design and implement membership outreach plan
5. Provide oversight to section public relations and marketing plan
6. Coordinate communication among the section membership, the board of directors, and the executive committee and serve as liaison to national ACA.
7. Provide financial management according to acceptable guidelines for non profit associations including coordination of fundraising initiatives
8. Promote the value of the camp experience by establishing and maintaining community collaborations
9. Identify opportunities to position ACA as a leader in youth development and out of school programming both internally and externally
10. Serve as ambassador for ACA by interpreting the value of the camp experience to the public and providing information and referral to the services of ACA
11. Manage the governance of the section and monitor compliance with ACA charter requirements and all applicable Association legal and regulatory codes.
12. Work closely with the board of directors to develop and implement strategic plans.

Essential Qualifications:

- BA/BS degree
- Minimum of 5 years experience in non profit management
- Minimum of 3 years experience in working with boards of directors
- Minimum of 5 years experience in managing financial databases
- Minimum of 3 years experience in non profit fundraising
- Minimum of 5 years experience in event management
- Demonstrated skills in strategic planning

- Demonstrated ability to work independently while remaining a team player, organize work, meet deadlines, and manage multiple priorities
- Experience and demonstrated sensitivity in working with volunteers of all racial, ethnic, cultural, religious and economic backgrounds
- Demonstrated ability to take initiative, remain flexible and problem solve.
- Demonstrated experience in the development of community relations and the utilization of community resources
- Excellent written and oral communication skills
- Ability to make effective presentations
- Ability to visually and auditorily assess, monitor and evaluate written and recorded materials
- Ability to lift and move 25 lbs.

Desirable Qualifications:

- Knowledge of ACA and its programs
- Previous membership in ACA
- Experience as camp director, camp staff member or camper
- Knowledge of youth development concepts
- Experience with website design &/or desk top publishing