

ADMINISTRATIVE PROCEDURE 105

EXECUTIVE DIRECTOR

Background

To define the role of the STAA Executive Director.

Guidelines and Procedures

1. The Executive Director qualifications shall consist of:
 - 1.1 Administrative secretarial skills.
 - 1.2 Proficient use of technology, Microsoft Word and Excel.
 - 1.3 Ability to work unsupervised.
 - 1.4 Possess a positive and diplomatic manner.

2. The Executive Director preferred background:
 - 2.1 Must be a current or past member of the STAA.
 - 2.2 Be current or have previous knowledge and involvement in the school bus industry.

3. The Executive Director is responsible:
 - 3.1 To attend all Executive, annual, Supervisors and special meetings of the Association.
 - 3.2 To prepare agendas and supporting documents for such meetings.
 - 3.3 To record and forward minutes from all meetings to the Executive and the members.
 - 3.4 To attend functions/conventions as requested by the Executive.
 - 3.5 To attend other ASTAC functions as required.
 - 3.6 To forward information queries and/or surveys to members, collate survey information for distribution.
 - 3.7 To update and distribute STAA information to members and other stakeholders.
 - 3.8 To provide liaison support on behalf of the STAA to groups such as Alberta Education, Alberta Transportation, CASS, ASTAC, ASBCA, ASBOA and other provincial associations.
 - 3.9 To provide or arrange assistance to members.
 - 3.10 To ensure that the Association information is updated and available for the membership.
 - 3.11 To recruit new members.
 - 3.12 To organize and manage all business affairs of the Association.
 - 3.13 To receive, acknowledge and respond to correspondence as required.
 - 3.14 To maintain custody of all minutes, supporting documents, the seal of the Association, and Association information.

- 3.15 To provide efficient, courteous service to officials, members and the public.
 - 3.16 To prepare, distribute, and collect the annual membership fees and report this information to the Treasurer.
 - 3.17 Direct the Association's promotion, publicity, general communication and public relations activities.
 - 3.18 To facilitate a mail in or electronic vote.
 - 3.19 Will be the authorized contact at the STAA's financial institute and initiate changes of address or signing officers as required.
 - 3.20 To provide such other services deemed necessary by the Executive Committee or the Association.
4. The Executive Director will be evaluated by the President, Vice President and Treasurer at least every two years. The evaluation will be conducted at the Executive Committee meeting held just prior to the Annual General Meeting.
 5. The number of hours that the Executive Committee expects this individual to work should be respected by Executive and Members. It is understood that there are times when more hours are required in any given week or month and that other times should require less. The Executive Director is responsible for staying within these hours and bringing any concerns forward.
 6. The Executive Director should be influential in ensuring the Executive follows proper protocols and be impartial regarding STAA direction.
 7. The Executive director does not have a vote at the Executive table.

Reference

Approved: January 2018

Review: January 2020