

Terms of Engagement

Employee's responsibilities shall include but are not limited to:

A. Membership Services:

1. Print and mail dues statements three times a year. Collect and process dues payments on an annual basis.
2. Maintain dues and membership records in the computer database, available to leadership via internet for generating membership reports, address rosters, mailing labels, electronic files, etc.
3. Produce bi-annual membership reports,
4. Distribute annual member information verification and update membership records accordingly.
5. Provide assistance in the development of appropriate membership marketing materials.
6. Develop and produce non-member recruitment mail.
7. Meet with regional physicians biannually to discuss new physicians in the area and possible recruitment.
8. Coordinate the integration of non-member enlistment with industry. As Executive Director, Employee will help coordinate with regional physicians to enlist the assistance of medical device and pharmaceutical corporations to gain their help with informing of new physicians in the area.

B. Legislative and Regulatory Affairs:

1. Articulate and document a Legislative Agenda biannually.
2. Representation of, and reporting to, all members on matters of interest before the Legislature, including finding sponsors for bills, drafting information sheets on legislation for distribution to the membership, lobbying members, tracking all relevant bills and all other aspects of legislative affairs.
3. Represent state societies interests before the Department of Insurance and other state agencies to ensure that members' concerns have been heard.
4. Represent state orthopaedic society with Medicaid and Workers Compensation.
5. Keep members informed about national and state initiatives that will impact a physician's practice.
6. Promote medical quality assurance and improvements by participating on state and national work groups.

C. Legal Services:

1. Analyze business relationships and review proposed contracts.
2. Assist in complying with state and federal laws governing the operation of the society.

D. Accounting Services:

1. Provide all accounts receivable and payable services.
2. Provide monthly financial statements to the Executive Committee.
3. Produce and distribute an annual Treasurer's Report. Prepare financial PowerPoint presentations for presentation at the Annual Meeting.
4. Provide Fund management for Money Market Accounts and distribute a report to the Executive Committee biannually.

E. Annual Meeting:

1. Production and distribution of all pre-conference informational materials to the membership.
2. Coordination and on-site supervision of all meeting and social event needs such as space assignment, room set-up, audio-visual and catering.
3. Coordination and staffing of pre-registration and on-site registration of all attendees.
4. Coordination of all aspects of the Trade Show including correspondence with exhibitors, liaison with resort staff and on-site staffing.
5. Coordinate CME activities.

F. Document Publication:

1. Coordinate the development, production, and distribution of all publications related to the society.
2. Publication and distribution of yearly membership directory.
3. Coordination of the content, layout, and production of annual meeting materials.
4. Coordinate Journal publication quarterly.

G. Administrative Services:

1. Responsible for the oversight of all activities including incoming phone calls.
2. Travel as needed to fulfill state and national meeting requirements.
3. Distribution of all meeting notices via email, blast fax, and mail.
4. Maintenance of the organization's web site preferably through a service. Regular updating of the material located therein is expected.

H. Non Dues Revenue Generation:

1. Solicitation from industry.
2. Solicitation from granting agencies.
3. Scheduling and coordination of educational courses such as the coding seminars.
4. Production of appropriate reports detailing status and activities of above.

I. Development of communications network for the society.

Executive Director Evaluation and Competency Development

Employee Name: _____ Time Period: _____

Evaluating Officer(s): _____

S+ = Exceeds expected standards N = Needs improvement	S = Meets expected standards U = Unsatisfactory
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Evaluation Criteria

1) Executive Director's contribution to organization: **Score:** _____

Comments: _____

2) Quality of duties performed for organization: **Score:** _____

Comments: _____

3) Quality of management skills: **Score:** _____

Comments: _____

4) Interaction w/ members, state & national associations: **Score:** _____

Comments: _____

5) Analysis of organization budget for time managed: **Score:** _____

Comments: _____

Additional Comments: _____

Date _____

Evaluator's Signature _____

Director's Signature _____