

Montana Dental Association Executive Director Responsibilities

The Executive Director provides executive management of the Montana Dental Association and is responsible for the organization's consistent achievement of its mission and financial objectives.

Reports to: Board of Directors

Key Association Relationships: President, President-elect, members of the Board of Directors and the Executive Committee and Association staff.

Position Summary: The Executive Director serves as the MDA's chief managing officer and reports to an elected Board of Directors through the President. Policies and programs are established by the Board of Directors and the Executive Director is responsible for their administration, as well as the leadership and management of the staff and administrative operations. S/he will also oversee finances, contribute to and implement strategic plans, and build relationships with and influence multiple constituencies.

Key areas of responsibility include the following:

Leadership & Management- The Board and internal stakeholders require clear and consistent communication and vision for the direction of the organization. Accordingly it is the responsibility of the Executive Director to:

- Maintain a working knowledge of significant developments and trends affecting dentistry.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Employ, lead and evaluate the performance of MDA Central Office employees

Strategy/Planning- The Executive Director collaborates with the President, Executive Committee, Board, Councils, Committees, Task Forces and workgroups to plan and implement strategies and programs consistent with the organization's mission, goals and priorities. Because leaders regularly change, it is incumbent upon the Executive Director to provide the ongoing leadership and vision necessary to maintain a beneficial, responsive organization. Accordingly it is the responsibility of the Executive Director to:

- Actively support the Board in the development the association's strategic plan
- Implement and manage the strategic plan and measure and report performance
- Implement and manage mission aligned programs and activities and measure and report performance
- Assist the volunteer leaders, councils, and committees in the formulation of policy
- Ensure policies and procedures of the MDA are adhered to

Operations/Finance- The Executive Director works with staff to maintain the financial health, stability, and transparency of MDA, including budget development that meets member and organizational needs. Membership recruitment and retention are critical, and often require an entrepreneurial spirit and business acumen.

Accordingly it is the responsibility of the Executive Director to:

- Work with the MDA support staff, Finance Committee, and volunteer leadership in preparing a budget.
- See that the organization operates within budget guidelines and that adequate funds are available to permit the organization to carry out its work.

- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Jointly, with the president, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents and contracts.
- Serves as the Secretary-Treasurer of MoDePAC, Secretary and member of the board of the Montana Oral Health Foundation and liaison to the Board of Trustees of the MDA Group Benefit Trust health plan.
- Assists the Board in the selection of contractors and provides project oversight to ensure the satisfactory completion of deliverables.
- Provides Executive support and management of all committees, taskforces and counsels
- Provides executive management of the annual meeting

Communications & External Relations- The Executive Director represents the MDA to the professional community, industry groups, membership, and the general public. S/he must effectively communicate with the MDA board, its officers, council chairs, staff, and members, in addition to other organizations, associations, and boards. Accordingly it is the responsibility of the Executive Director to:

- See that the board is kept fully informed on the condition of the association and all important factors influencing it.
- Establish sound working relationships and cooperative arrangements with community groups and other organizations, associations, and boards.
- Provides Executive management of an effective internal and external communications plan.
- In partnership with the president, responds to the news media and to the public and coaches MDA leaders to assume that role when it is in the best interest of the MDA.
- Provides executive management of the *MDA News*, *MontanaDental.org* website and other publications.
- Provides representation for the MDA to regulatory boards, legislature, and manages lobbying efforts and advocacy activities

Adopted: January 22, 2016