

**WSWRA Executive Director
Job Description
March 2022**

The Executive Director position for the Washington State Water Resources Association (WSWRA or "Association") is a combination of administrative, policy, technical, and public relations activities. The position is responsible for supervising and managing the office. The Executive Director is the point of contact for the Association and should act as the voice of the Association both internally and externally. The Executive Director should be aware of national, regional, and local policies, legislation and politics, trends, and personalities in order to maintain the goal of a unified, cohesive, and effective organization. This position must at all times be consistent with the laws of the state of Washington, the bylaws, constitution, policies, and goals of the Association and the direction of the Board of Directors. The general responsibilities are as follows:

Administration

- Supervision of the Association staff. Directs the day-to-day activities of personnel and determines workload, job assignments, and projects on a daily basis.
- In cooperation with the Board, selects contractors and others to do special projects.
- Responsible for organizing and overseeing the educational activities of the Association including conferences, seminars and workshops.
- Preparation of an annual budget for approval by the Board of Directors. Operating the Association while being mindful of budgetary constraints and opportunities.
- Oversight of the financial integrity of the Association and preparation of materials for the successful internal audit.
- Review website regularly and update as needed.

Board Coordination and Interaction

- Prepare for, lead, and attend all Board and Executive Committee meetings, special meetings, and other board business
- Communicate with the President, Executive committee, the Board of Directors, committee chairs, and other members of the association on a regular basis.
- Works with the Board to determine the association priorities.
- Prepare draft agendas for the president's review, tracking items that may need action between meetings.
- Take minutes and provide them to the board for review, maintaining a permanent record.
- Prepare financial reports and other documents for board discussion.
- Coordinates and manages all aspects of the annual meeting and conference.
- Arrange facilities for in-person meetings; arrange conference calls for other meetings.

Government Relations

- Effectively advocate for the Association's objectives and goals.
- Responsible for contact with government officials at all levels of government.
- Work with the WSWRA lobbyist in development of legislative goals and other government relation activities and actions.
- Assist the lobbyist in the process of developing legislation and provide updates to the legislative committee and Board on pertinent issues before the legislature and other forums where the associations priorities are discussed.
- Development of federal priorities and objectives and action plan for federal lobbyist.
- Serve on the Board of Directors for the National Water Resource Association.

- Work closely with other regional organizations such as the Family Farm Alliance, Idaho Waterusers Association, Oregon Water Resources Congress, and others at the direction of the Board to promote the priorities and goals of WSWRA
- Review and analyze regulations, legislation, statutes, and other written and oral communication to determine impacts to the Association membership

Membership

- Responsible to oversee the invoicing and collection of annual dues in support of Association operations and activities. Management of membership database.
- Provide interactive communication with the membership to sustain member engagement.
- Develop and recruit new membership.

Communications

- Provide strong and clear communication through a written monthly report on activities to the Board and Executive committee in addition to verbal reports and discussion at regular Board meetings. Provide reports to individual members upon request.
- Notify the membership of issues, regulatory items, etc., at least monthly, or more often as needed.
- Prepare brochures, programs, and other printed materials for events, membership, and other needs.
- Respond to member requests on a timely basis.
- Inform public officials of Association positions
- Review and comment on draft policies, directives, pending legislation

Public Relations

- The Executive Director is the public spokesperson for the Association.
- Responsible to ensure that publicly disseminated information is accurate and clearly reflects the position of the Association.
- Preparation and review of news, newsletters, issue papers, legislative reports and other information that is of use to the membership.
- Provide input to other organizations on water resource issues affecting WSWRA and working with those organizations to develop coordinated positions on specific issues.