

ASSOCIATION OF TREASURERS OF RELIGIOUS INSTITUTES ATRI

POSITION DESCRIPTION

Title: Executive Director of the Association of Treasurers of Religious Institutes (ATRI)

Accountability: The Executive Director is accountable to the ATRI Board through the President.

Position Summary:

The Executive Director supports the ATRI Board of Directors in achieving their stated purpose, which is to "assist in the administration of religious institutes by providing a forum for collaboration among treasurers of religious institutes in order to help and support one another in the management of their fiscal, legal and administrative responsibilities¹". The Executive Director manages the day-to-day affairs of the Association in a spirit of creativity and collaboration with the Board and the membership.

Specific Functions:

1. Office Management

The Executive Director is responsible for:

1.1 The effective and efficient operation of the ATRI office.

1.2 The coordination of responsibilities during major projects or activities including the Annual General Meeting and Conference.

2. Member Services:

In response to member needs and Board direction, the Executive Director:

2.1 Reviews and processes annual applications for membership and initiates efforts to obtain new members.

2.2 Prepares and provides to members an annual directory of membership.

- 2.3** Prepares and edits a periodic newsletter that is sent out electronically and by post.
- 2.4** Serves as a resource/referral person for members and other related professionals.
- 2.5** Identifies and provides access to reliable and current information.
- 2.6** Provides to members by request a list of resources available through the ATRI office.
- 2.7** Provides annual updates of new resource materials.
- 2.8** Manages and upgrades the ATRI Website as required.
- 2.9** Is the main organizer of the Annual Conference and is the Chairperson of the Planning Committee. The Executive Director reports to the Board on the conference progress.
- 2.10** Coordinates periodic reviews and updates of the ATRI Resource Manual.

3. Fiscal Management:

In response to member needs and Board direction, the Executive Director:

- 3.1** Is responsible for the preparation of the annual budget in consultation with the Finance Committee; for the management of office, program and ATRI finances; for the keeping of the accounts of the Association and for the providing of relevant information to the Finance Chair.
- 3.2** Works in conjunction with the Finance Committee in making major investment decisions; in reviewing the Financial Report to be presented to the Board; and in preparing the Financial Report for the Annual Meeting.

4. Collaboration with Other Groups:

In response to member needs and Board direction, the Executive Director:

- 4.1** Collaborates with groups in activities, which will enhance the services available to ATRI members.
- 4.2** Responds to guidelines for appropriate groups and/or issues involving collaboration as determined by the Board. In the absence of specific guidelines, the Executive Director should participate within realistic limits of time and expertise.

4.3 Assumes the function of official representative of the Association in the absence of and under the specific direction of the President of ATRI when called upon to do so.

4.4 Liaison with legislative authorities such as Service Canada and the CRA on matters of common interest to ATRI member congregations.

5. Board of Directors Relationship:

In response to member needs and Board direction, the Executive Director:

5.1 Acts as the recording and correspondence secretary of the Board of Directors.

5.2 Finds accommodations for committee and Board meetings; attends all Board of Directors meetings; prepares resource materials as required for Board and committee meetings; is responsible for the distribution of agendas, minutes, and related reports and provides other support services as needed.

5.3 Maintains files of all Board minutes and AGM minutes at the ATRI office.

5.4 Presents a written report on the activities of the office at each Board meeting.

5.5 Relates to all committees of the Board.

5.6 Archives minutes of all Board Committees.

6. Evaluation

6.1 There shall be regular performance reviews of Executive Director, and feedback conversations with the Board and/or Board President.

7. Qualifications:

The person selected for Executive Director shall have:

- Administrative and/or financial experience in a religious congregation
- Administrative and organizational skills
- Flexibility to travel
- Capacity to work independently

- Proficiency in Microsoft Office applications, desktop publishing, website management, social media postings and coordination of virtual meetings.
- Excellent communication skills, both written and verbal
- Knowledge of issues relevant to treasurers

8. Salary: Commensurate with skills and experience.