

Title

Executive Board President

Job Summary

Serves as the President of HansonHouse Executive Board and provides assistance to the Executive Director with leadership for the enduring success of HansonHouse TBI Clubhouse.

Primary Work Sites

203 Gibson Street, Berea, OH 44017 (440) 234-6723
415 Front Street, Berea, OH 44017 (440) 234-9900

Minimum Qualifications

The Executive Board President:

- Has earned a bachelor's degree from an accredited college or university or has equivalent experience in directing a non-profit organization.
 - Has experience sufficient to thoroughly understand the diverse nature of the work with traumatic brain injured persons and their caregivers to provide opportunities to be a part of the community activities and to achieve their potential level of independence.
 - Possess three-to-five year's minimum experience in a management position of a successful organization or program.
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Purpose:

To coordinate and oversee the work of the Executive Board of Directors and Clubhouse Planning Boards and to interface with the Executive Director and the Executive Board on behalf of the HansonHouse TBI Clubhouse.

Major Duties

The Executive Board President:

- Assists the Executive Director with all functions.
- Plans the content of the Executive Board meetings, with the assistance of the Executive Board.
- Calls for agenda items are scheduled two weeks in advance of the board meetings.
- Writes the agenda for the Executive Board Meeting.
- Attends and chairs all Executive Board Meetings.
- Attends sponsored events.
- Serves as the Advisor to the Clubhouse Planning Board.
- Assists the Executive Director with the Annual Report
- Attends conferences/workshops pertaining to non-profit organizations and/or traumatic brain injury issues. Prepares remarks for organizations/conferences, etc as requested.
- Calls for projects, activities and goals to be organized for presentation to the Executive Board at first meeting of the Administrative year.
- Oversees the development of both tactical and strategic planning for the board term.
- Organizes online board voting or conference call discussions as the need arises for board decision-making between regularly scheduled board meetings.

Knowledge and Skills Required By the Position

- Knowledge of the principles and practices of non-profit association management.
 - Knowledge of accounting principles and audit procedures.
 - Knowledge of budget preparation and finance.
 - Knowledge of the diverse functions and activities of non-profit organizations.
 - Knowledge of the Ohio legislative process.
 - Knowledge of the principles and practices of effective public relations.
 - Skill in developing short and long range plans.
 - Skill in establishing priorities and organizing work.
 - Skill in management and supervision.
 - Skill in oral and written communication.
 - Skill in the use of computers and commonly used office software.
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Outreach

The Executive Board President:

- Maintains a presence with state and national brain injury organizations. Be a member of the Ohio Brain Injury Association Greater Cleveland Greater Cleveland Chapter. The goal is to promote visibility for HansonHouse TBI Clubhouse.
- Promotes involvement of colleges and universities in research projects and internships.
- Promotes community involvement.
- Promotes the participation of all HansonHouse TBI Clubhouse board members and Clubhouse members in local, regional, state and national conferences and workshops.
- Posts comments, praise, suggestions and thank-you notes on behalf of the organization for jobs well done and achievements earned by board members and clubhouse members.
- Represents HansonHouse TBI Clubhouse in legislative issues that affect HansonHouse TBI Clubhouse or persons affected by traumatic brain injury.

Supervisory Controls

- The Executive Board recommends the priority of goals and objectives for the Executive Director.
- Executive Board President, Vice President, Secretary and Treasurer meet with the Executive Director before each board meeting.
- The Executive Director and the Executive Board set policy directions for the HansonHouse TBI Clubhouse.
- The Executive Director and Executive Board President evaluate the Executive Board Vice President, Secretary and Treasurer at least once annually. Work is reviewed through reports and observation of activities.
- The Executive Board President is the reporting liaison to the Executive Director and is evaluated at least once annually by the Executive Director.

Policy approved: _____ Executive Director: _____ Executive Board President _____
Date and Initials for revisions _____