

Executive Director

USGBC Central Florida Chapter Position Description

The Executive Director has a partnering responsibility for the daily operations of the local Chapter, monitoring and coordinating all the activities of the Chapter. The Director's primary duties will include carrying out the vision, mission and strategic plan of the Central Florida Chapter as follows:

1. Implement Board-directed goals and strategies.
2. Direct the day-to-day operations of the organization, including project and program oversight for all committees. Maintain the Chapter's "master calendar".
3. Attend and participate in all meetings of the Chapter Board of Directors as a non-voting member. Create and manage the Board Minutes and Log.
4. Coordinate the activities and act as a liaison among the Board of Directors, standing committees and members. Attend meetings of all standing committees of the organization and verify minutes are posted and sent to the current board members.
5. Maintain all official records, minutes and documents for the organization as well as all official correspondence, notices, mailings and distribution of these materials.
6. Prepare drafts of official correspondence on behalf of the Board or jointly with the Board when appropriate. All with input of the board or specific director in charge of the issue.
7. Support the Board with information and materials necessary to perform its leadership role.
8. Serve as a "point of contact" and collaborate with other Chapters and National. Stay informed on all LEED, chapter best practices, and chapter-related issues. This will occur in months three through six.
9. Ensure compliance with USGBC, State, Federal, and local policies, reporting, and regulatory requirements.
10. Serve as informational conduit about green building practices, standards, market dynamics, and their associated benefits.
11. Assist the Board of Directors in implementing funding strategies to meet financial goals.
12. In coordination with the Board Treasurer, Chair, Vice Chair, and Committee Chairs facilitate the creation and implementation of annual budgets, goals and objectives.
13. Assures the organization and its mission, program, and services are consistently presented in a strong, positive image to relevant stakeholders.

14. Monitor and manage the website and other electronic communications. Keep the website current and effective.
15. Recruit and coordinate the participation of Chapter volunteers.
16. Monitor membership, track and monitor, create monthly reports and devise strategies for membership retention.
17. Attend Tradeshows and coordinate with the Tradeshow Committee for booth procurement.
18. Perform other duties assigned and as agreed upon by both parties to facilitate the Chapter Calendar.