

Position Description

Executive Director

Hawaii Orthopaedic Association

The HOA (Hawaii Orthopaedic Association) Executive Director is responsible for and has commensurate authority to accomplish the duties listed below.

1. Participates in all meetings of the Board of Directors, in person and by teleconference.
2. Plans, formulates, and recommends for the approval of the Board, policies and programs which will further the objectives of the association.
3. Executes all decisions of the Board.
4. Develops for the purpose of day-to-day administration specific policies, procedures, and programs to support and implement the policies established by the Board.
5. Signs and executes such contracts and commitments as may be authorized by the Board or established policies.
6. In cooperation with the accountant and treasurer and/or the Board, recommends, monitors and operates within an annual budget. Works with the accountant and/or treasurer to ensure timely and effective financial reports. Ensures that yearly tax forms are submitted to the IRS on time and if an accountant is utilized, serves as the primary point of contact for the production and maintenance of necessary bank documents.
7. Provides business management of the associations' publications, including journals, newsletters, brochures, website and directories. Maintains website in order for members to access promotional and educational documents.
8. Implements educational programs in conjunction with the associations' committees to advance the professional, technical, and managerial skills of the membership, operating within the budget and program objectives developed and approved by the Board.
9. Plans, organizes, and directs membership promotion and retention programs, evaluates results and recommends policies, procedures and actions to achieve membership goals. Maintains contacts on website to include members, potential members, and non-member contacts.

10. Performs a fiduciary function for the association, maintaining official minutes of the Board of Directors and other official meetings of the association, provides security and appropriate confidentiality for all files, legal and historic documents, membership and other databases.
11. Is responsible for the planning, promotion, and administration of all official meetings of the association to include the Annual Dinner meeting and the Spring Symposium. Remains proficient in maintenance of website in order to communicate and manage meetings through the website portal.
12. Coordinates with Board in selection of venues for the Annual Dinner Meeting and Spring Symposium. Primary point of contact for communication with venue for all official meetings.
13. Promotes Spring Symposium with exhibitors and serves as primary point of contact for exhibitor communication.
14. Plans and executes all communications to the general membership, including such items as newsletters, general mailings, ballots, and surveys.
15. Maintains thorough communication with the Board, committees, and members regarding association activities and projects.
16. Provides the necessary liaison and staff support to Committee Chairs and Committees to enable them to effectively perform their function.
17. Serves as the “team leader”, coordinating and working with other support to the association(s), such as the accountant, newsletter, and others.
18. Understands the resources available to implement the association’s goals and program of work and the services for which the association has contracted.
19. Serves as the primary liaison between the association and AAOS.
20. Seeks to continually upgrade skills and knowledge for the effective management of the association.
21. Reports on significant developments within the client association to the Managing Member.
22. Attends AAOS National Orthopaedic Leadership Conferences in order to represent the HOA as the executive director.