

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2034	APPROVAL LEVEL GB
	SUBJECT Executive Director Authority and Responsibility	EFFECTIVE 8/2024	SUPERSEDES 8/19
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POLICY

A qualified person shall be selected by the Executive Board for the position of Executive Director.

PROCEDURE

Responsibilities

The Executive Director shall:

1. Devote full time to the responsibilities of this position.
2. Report to the President.
3. Manage the business affairs and activities of Family RV Association and execute the policies of Family RV Association, as stated in the Bylaws and policies and procedures.
4. Exercise authority that includes the hiring and dismissal of all personnel of Family RV Association’s headquarters staff, in accordance with policies and procedures.
5. Serve as a non-voting consultant and advisor for all Family RV Association Boards and Committees, except the Nominating Committee.
6. Make regular reports to the President as the President may direct, orally or in writing. He or she shall also report to the Executive Board at each Executive Board meeting.
7. See that the Executive Board is kept fully informed on the conditions and operations of Family RV Association and FMC, and all important factors influencing them, in a timely manner.
8. Be provided with additional specific duties, responsibilities and authority by the Executive Board.
9. Serve as a non-voting consultant and advisor for all meetings of any wholly owned subsidiary of Family RV Association, in accordance with the Code of Regulations.

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Selection

A subcommittee of the Executive Board will be appointed by the President, with the advice and consent of the Executive Board, to conduct an ad hoc search for the individual to hold this position. The final three candidates will be interviewed by the Executive Board, and the most qualified person will be selected.

Compensation

The Wage Review Board shall review and approve the salary of the Executive Director as recommended by the President. The Wage Review Board shall recommend to the Finance Committee a salary range for the Executive Director position for inclusion in the proposed annual budget to be forwarded to the Executive Board for approval and ratification by the Governing Board.