

Woodland Peaks UniServ

Executive Director's Responsibilities

Local Assistance/Duties

Coordinate all advocacy issues with local presidents

Advocate for members directly with school district HR departments

Attend all locals meetings; Superintendent, HR, Insurance, Policy, Local Board, and Area Representative, and other meetings as requested by local president, if possible

Membership

Help locals organize and promote membership campaigns

Help locals organize membership committees

Financial - Chief Financial Officer

Present annual UniServ budget for approval in coordination with Office Manager

Review financials at Woodland Peaks UniServ Board Meeting

Monitor and adjust UniServ budget throughout fiscal year in coordination with Office Manager

Oversee all revenues and expenditures

Review and sign off on monthly bills and expenditures

Manage investment and reserve accounts

Oversee and help prepare for annual budget and UniServ audit

Oversee payments/invoices from locals to UniServ in coordination with Office Manager

Monitor funding from UEA/NEA, UniServ grants at state and national level

Manage/track payment of salaries/ benefits for all employees

Approve annual staff leave summary

Negotiate annual Executive Director and Office Manager salaries with UniServ Executive Board

Human Resource and Personnel Management

Assign and oversee duties/assignments for Office Manager

Manage, review, and approve staff time off

Resolve and mediate conflicts between staff

Serve as liaison between board members and office staff

Post new job positions for staff vacancies as they occur, be responsible for the collection of applications, and setting up interviews for hiring

Resolve and handle employee concerns and if needed disciplinary actions

Approve and assign arrangements for staff training

Oversee all HR and personnel management issues as needed

Building & Equipment Management

Oversee maintenance of the UniServ building

Manage and finalized maintenance contracts

Oversee or assign needed repairs to building and office equipment

Oversee the contract and rental of Unit 7

List and advertise office vacancies, and arrange to keep office space rented

Request needed bids for new services as they arise

Study and report options and expenses for building

Maintains systems (air condition, security, lights, water, etc.) for Unit 7 and 8

Maintain all contracts and leases

PAC

Tracks Woodland Peaks PAC account with Office Manager

Complete PAC lobbyist reports

Oversee PAC info

Attend communicate and coordinate between members and state legislatures during session

Lobby local legislatures in coordination with the UniServ Board and UEA

law

HOA

Attend and serve as active board member at all HOA meetings

Technology/Communication

Work in coordination with Office Manager on all office technology issues and concerns

Kids Cause

Act as Kids Cause Foundation Executive Director/board member and attend all Kids Cause Foundation board meetings

Oversee Kids Cause Foundation day to day operations, financials, grants, fundraisers

Work directly with Kid Cause Board President, as needed

Attend Shop with a Cop and work with police officers gathering student names, if requested

Attend and help promote Woodland Peaks Golf Tournament fundraiser

Act as the Kids Cause Foundation liason to United Way of Utah County

Oversee and prepare Kids Cause grant in conjunction with United Way, as needed