

POSITION DESCRIPTION

EXECUTIVE DIRECTOR ASSOCIATION OF MARIANIST UNIVERSITIES (AMU)

19 October 2008

Position Title:	Executive Director, Association of Marianist Universities
Reports To:	Chair of the Board
Supervises:	Secretary of the Office
Principal Function:	The Executive Director of the Association of Marianist Universities supports the functioning of the Association of Marianist Universities.
Level of Effort:	Part time: 40% effort during academic year; 50% effort (1.5 months) during summer.

The Executive Director of the Association of Marianist Universities has responsibility and is accountable for the following functions:

Administration of the Association: To direct for the Board the administration of the affairs of the Association

- Under the direction of the Board, assist in the formulation of the organization's multi-year strategic plan and associated annual implementation plan.
- Prepare and present an annual budget plan and report for the AMU office
- Work with the Board to develop and implement programs to accomplish the mission and vision of the AMU
- Work with liaisons from the member Universities to prepare necessary Association reports such as the joint NSSE report
- Periodically (ordinarily annually) visit the campus of each member of the Association.

Coordinate Association Committees: To initiate and coordinate the functioning of Committees set up by the Board

- Work with the Board to determine committees need to address Association issues.

- Participate personally or by delegate in the meetings of the Committees when he or she shall judge such participation helpful or necessary for establishing a liaison among them.

Support the Board Meetings: To work with the Chairperson to organize the AMU Board Meetings

- Work with the Chairperson to develop the agenda for the AMU Board meetings.
- Provide members with Agenda and materials for an effective Board meeting.
- Develop minutes for the Board meeting
- Coordinate any follow up decision and activities from the Board meeting.

External Relations: To develop relationships with other groups and associations which are related to the work of AMU

- Coordinate with the Provincial Assistant for Education of the Marianist Province of the United States, especially the work with the Marianist Educational Consortium
- Represent the AMU with the Association of the Catholic College and Universities and other national educational associations.

Shared Resources on the Marianist Tradition of Higher Education: To organize and make available shared resources on the Marianist Tradition of Higher Education

- Develop Web based resources on the Catholic Intellectual Tradition and the Marianist Tradition of Higher Education
- Manage the Website of the AMU
- Provide access to resources on Catholic higher education

National Meetings: To prepare the program and coordinate arrangements for any national meeting with the host university.

- Work with the Board to develop the themes and scope of the Marianist Universities Meetings
- Coordinate the program for the Marianist Universities Meetings
- Coordinate the hospitality dimension of the Marianist Universities Meetings with the host University

Coordinate the Development of the Marianist Educational Associates: To work with the Sponsorship Officers to develop the Marianist Educational Associates as a unified movement on our campuses

- Work with the Presidents and Sponsorship Officers to assess the development of Marianist Educational Associates and to make recommendations on how to unify this movement across the three campuses
- Provide an initial formation program for Marianist Educational Associates as well as on-going formation activities and programs.

Manage the Office: To manage the functions of the National Office of the Marianist Association of Universities

- Hire and supervise the Secretary for the Association
- Manage the financial resources of the Association
- Arrange with the host University for financial services to support accounting and purchasing.