Michigan Dental Association
Job Description

Job Title: CEO/Executive Director
Reports to: MDA Board of Trustees

General Purpose:

Serves as the Chief Executive Officer/Executive Director of the Michigan Dental Association. Recommends and participates in the formulation of new policies and makes decisions with regard to existing board approved policies. Plans, organizes, directs and coordinates staff, programs, activities and resources of the Association to assure that strategic objectives are attained, plans are fulfilled, and members’ needs are met.

Primary Accountabilities*:

• Board Relationship:
  ➢ Is directly responsible to the Board of Trustees
  ➢ Is an ex-officio member of the Board of Trustees and the Executive Committee
  ➢ Serves as an ex-officio member to all committees and provides liaison between the committees and the board by assignment of various staff members to assist in the liaison process
  ➢ Provides the board with adequate information to help it reach sound decisions and establish policies
  ➢ Works with the board to ensure that the Association meets the needs of its members
  ➢ Serves as secretary on the Association’s for profit subsidiary board MDA Insurance and Financial Group (MDAIFG)
  ➢ Serves as consultant to the Michigan Dental Association Foundation (MDAF)
  ➢ Serves as consultant to MDA’s Dental PAC

• Management:
  ➢ Possesses the power to make rules (not to conflict with the law or board policy) and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the organization
  ➢ Initiates and directs the development of policies for board approval
  ➢ Supervises the implementation of all board policies
  ➢ Reports regularly to the board about progress toward strategic planning objectives, financial status of organization, legislative goals and other major programs
  ➢ Brings to the attention of the Board any issues of concern, and keeps Board apprised of their status
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* Leadership of Staff:
  Overall responsibility for hiring, firing, evaluation, discipline and supervision of MDA staff
  - Directs executive staff management team in their assignments and duties
  - Through executive staff management team, directs all other staff in the performance of their duties and achievement of overall and departmental/functional goals
  - Obtains maximum utilization of staff members by defining their duties, establishing performance standards, conducting periodic employee performance reviews and maintaining a competitive salary structure
  - Ensures that members have access to appropriate staff and resources to meet their needs

• Fiscal Management:
  - In cooperation with the Board Committee on Finance (BCF), supervises development of an annual budget. Cooperates with the elected treasurer of the Association toward the fulfillment of those duties ascribed the treasurer in the bylaws
  - Approves and directs purchases and expenditures within the limits of the approved budget
  - Provides information to the Board and House of Delegates regarding purchases and expenditures
  - Ensures that all funds, physical assets and other property of the Association are appropriately safeguarded and administered

• Community, Public Relations, and Government Affairs:
  - Represents the organization as its chief executive officer in all dealings with other organizations, individuals and the general public
  - Establishes liaison with federal and state legislators, appropriate legislative committees and key personnel in related government agencies to ensure that the ongoing interests of the Association are given appropriate attention and to create an ongoing receptivity to recommendations from the Association regarding programs affecting dentists and dental care
  - Promotes positive public relations in the community

• Strategic Planning:
  - In cooperation with the Board of Trustees, is charged with the responsibility of strategic planning for the Association.

Qualifications:

• General Educational/Experiential Development
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- Verbal and written communication skills, quantitative skills and general educational development typically associated with completion of an undergraduate degree in a business-related field.

- Specific Educational/Experiential Development
  - Knowledge and expertise in association management such as designation as a certified association executive (CAE)
  - Knowledge of management principles and practices, and experience in managing both staff and an organization or a significant functional component of an organization
  - Experience in working with executives, board members, and committees
  - Extensive Budget Management Experience
  - Effective interpersonal relationship skills
  - Effective oral and written communication skills
  - Refined dispute resolution skills

Comments:

- This position is contractual and no overtime pay is provided.

- The employee in this position is required to spend some time performing duties and responsibilities related to MDA subsidiary functions and activities.

- The above statements should not be construed as an exhaustive list of all duties that may be performed of the individual in this position. Other duties may be assigned by the Board as necessary.

- An Asterisk (*) denotes duties or responsibilities judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA.

Approved with revision by Board of Trustees: 9/16/05

Date Revised: 5/6/13 by Search Committee