Sabine Parish Tourist and Recreation Commission

Duties of Executive Director

1. Organizational
   1. Work with the board and staff to develop strategies for achieving mission goals and financial viability.
   2. Appropriately provides both support and leadership to the board.
   3. Demonstrates quality of analysis and judgement related to progress and opportunities and need for changes.
   4. Maintains and utilizes a working knowledge of significant developments and trends in the field.
   5. Builds respect and profile for the organization in its various constituencies. Supports the overall field in which the organization works.
   6. Establishes ambitious goals for excellence and impact and initiates, maintains, and adapts programs with excellence and impact.
2. Community leadership
   1. Serves as an effective spokesperson. Represents the organization well to its constituencies, including clients/members/patrons, other nonprofits, government agencies, elected officials, funders, and the general public.
   2. Establishes and makes use of working relationships with organizations and individuals in the field.
   3. Sees that communication vehicles are developed and utilized well.
   4. Maintains a leadership role in parish economic impacting tourism & retirement development.
3. Administration and Human Resources
   1. Establishes and leads an effective management team.
   2. Recruits and retains a diverse staff (as the organization has identified diversity)
   3. Maintains appropriate balance between programs and administration.
   4. Ensures that procedures and organizational culture maximize volunteer involvement.
   5. Ensures compliance with relevant workplace and employment laws for parish, state, and federal government.
   6. Ensures that job descriptions are developed and that regular performance reviews are completed and documented.
   7. Leads staff in maintaining a climate of excellence, accountability, and respect.
   8. Maintains up to date (by state audit requirement) Policy & Procedures Manual and operates accordingly.
4. Financial sustainability and mission impact
   1. Assures adequate control and accounting of all funds, including maintaining sound financial practices.
   2. Sees that programs and activities are developed, executed, modified, and dismantled to maximize mission impact.
   3. Works with the staff, finance committee, and the board to prepare budgets, monitor progress and initiate changes (to operations and/or to budgets) as appropriate.
   4. Sees that official records and documents are retained; sees to compliance with federal, state, and local regulations (examples: Form 990, payroll withholding)
   5. Develops realistic, ambitious plans for acquiring funds.
5. Management of Marketing Plan
   1. Analyzes all available marketing programs available through state and regional tourism group and develop yearly plan.
   2. Stays current on changing trends in tourism marketing and educates board on these changes.
6. Board of directors
   1. Provides appropriate leadership to the board.
   2. Sees that board members are kept fully informed in a timely way on the condition of the organization and important factors influencing it.