

## 3.4 CEO Job Description

Policy #: 3.4  
Revised: 4-02, 3-17  
Approved: 4-02, 6-17

**Position:** Chief Executive Officer (CEO)

**Department:** Administration

**Classification:** Exempt

**Reports to:** IAFN Board of Directors

### Summary

The CEO shall perform all of the duties and have all of the obligations provided and determined in the Articles of Incorporation and Bylaws of the Association and the Foundation. These duties and obligations may be amended from time-to-time as determined by circumstances and the Board. The CEO shall devote all time, energy and skill during regular business hours to the performance of the duties of employment by the association and the Foundation, shall faithfully and industriously perform such duties, and shall diligently follow and implement all management policies and decisions of the Association.

All activities of the Association shall be carried out under the leadership and direction of the Chief Executive Officer who shall be responsible to the IAFN Board of Directors for the administration of the International Association of Forensic Nurses in accordance with budgets, policies and programs approved by the Board. The CEO is a non-voting member of the Board of Directors.

This position is full time and exempt from the Fair Labor Standards and Practices overtime compensation requirements as a professional position requiring substantial specialized knowledge and independent decision making. This position requires overnight travel. IAFN is an equal opportunity employer. IAFN prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic Information.

### Primary Responsibilities

#### *Membership*

Ensures that the Association serves the needs and interests of the IAFN membership pursuant to the IAFN Mission Statement and the Association's Bylaws and as directed by the Board of Directors which is the primary policy-setting body of the Association.

Ensures that the programs, activities, and services of the Association directly benefit the members and their professional well-being. To this end, the CEO is responsible for ensuring that members' problems, issues, and needs are identified, that appropriate programs are developed and operated, and that the necessary resources are available and utilized.

Conducts ongoing assessments of Chapters and approves all chapter renewals according to policy.

#### *Board of Directors*

Assists the Board in fulfilling its responsibility to set policy for the Association and to carry on its business by managing the setting of short and long term strategic goals; strategies of activities and programs to achieve these goals; and objectives by which progress toward the goals will be measured.

Assists the President in fulfillment of responsibilities as president and presiding officer, including the preparation of agendas and reports of meetings of the Board of Directors; and appointment, meetings, and reports of committee and task force chairs.

Serve as liaison to the Nominating Committee and oversee the annual online election process.

#### *Communications*

Sees that the board is kept fully informed on the condition of the organization and all important factors influencing it.

Publicizes the activities of the organization, its programs and goals.

Establishes sound working relationships and cooperative arrangements with allied professional groups and associations and community groups and organizations.

Represents the IAFN's point of view to agencies, organizations, and the general public.

With the President, the CEO is the Association's chief spokesperson to the news media. The CEO is responsible for ensuring that the public, through the news media, is informed of the facts and the effects of conditions and policies that have a bearing on interests of IAFN members, their patients and the public.

With the President, the CEO is the Association's chief spokesperson and point of contact to other organizations and entities that are involved in forensic matters and policies that affect IAFN, its members, their clients, and the public. The CEO is responsible for ensuring that relations with other organizations and entities are consistent with and advance the interests of IAFN, its members, their clients, and the public.

### *Operations*

Solely responsible for the hiring, termination, supervision, promotion and compensation of the employees, within budgetary constraints determined by the Board. May also delegate such authority, in whole or in part, to one or more Association or Foundation employees.

Oversees the creation of and the organization's compliance with the Employee Handbook, and the organization's compliance with the policies adopted by the Board of Directors.

Implements appropriate systems to facilitate effective operations of the organization including financial management systems and controls, safety and efficiency measures, risk management, and technology and communications systems, including disaster recovery mechanisms.

Reviews plans and budgets as part of the annual planning cycle and present recommendations to the board of directors.

Ensures corporate compliance with all legal and regulatory requirements.

Negotiates, approves and reviews all contracts with vendors and consultants.

Oversees all fundraising, corporate solicitation, and grant seeking activities. Serves as the authorized representative on all grant award documents. May also delegate such authority, in whole or in part, to one or more Association or Foundation employees.

Determines which grant solicitations to complete based on the project's congruence with IAFN's mission and impact on the overall budget. Conducts grant research and completion of the application according to the grantor's requirements and submits completed grant applications.

### *Government*

The CEO is IAFN's Federal representative. With the President, the CEO is the Association's chief spokesperson to the legislative and executive branches of the United States' government and the agencies that administer the law.

With the Board of Directors, the CEO is responsible for promoting IAFN's public policy goals. Additionally, the CEO is responsible for supervising contracted lobbyists to ensure that they are promoting IAFN's public policy goals and monitoring current and proposed legislation to assess the potential impact on IAFN members.

Work with nursing and other professional organizations to promote public policy issues that impact nursing.

Serve as liaison to Government Affairs Committee.

### *Research*

Support the development of a research agenda for the Association.  
Support efforts to increase research capacity.  
Serve as liaison to Research Committee.

### *Foundation*

Serve as an ex-officio member of IAFN Foundation Board of Directors.  
Assist Foundation Board of Directors in their governance and fiscal management of IAFN Foundation.

### **Required Education AND Experience**

An advanced degree required, preferably in healthcare or business.  
At least five years of senior management experience; association management experience a plus.  
Experience in the field of caring for victims of violence; nursing experience a plus.  
Experience working for a similar size organization.  
Demonstrated experience securing and overseeing federal grants for provision of service.  
Awareness and understanding of global issues as they impact victims of violence.  
Ability to work in a virtual environment; experience in utilizing the ROW model (Results Oriented Workplace) preferred.  
Ability to work with a diverse membership and a diverse group of professional partners.  
Experience with a member driven organization with affiliates.  
Experience with certification programs, professional journal and a foundation a preferred.  
Fundraising experience preferred.  
Experience and knowledge of working with a nonprofit board of directors.  
Excellent analytical, diplomacy, problem-solving, and organizational skills.  
High level of Proficiency in Microsoft Word 2010 or higher for Mac: Word, Excel, PowerPoint and online tools.  
Willingness to travel.  
Demonstrated ability to prioritize tasks, successfully manage multiple priorities simultaneously, meet deadlines, and deal effectively with change.