

Executive Director

Job Specification

Candidate should have demonstrated leadership skills and prior experience in managing a business with bottom-line accountability. Candidate should also be experienced in problem solving, strategic planning, technical understanding, attention to detail, organized, and professional. Prior textile wet processing experience desirable. Some experience in marketing would be advantageous. Candidate should be able to communicate effectively (both orally and in writing), possess a positive work ethic, have an aptitude for planning and implementing of directives, and be self-motivated. Candidate must have a working knowledge of accounting systems, and a working knowledge of Windows software, and social media.

Minimum Educational Requirement: A BS in Textile Chemistry, Chemistry or Textile Science. In addition to formal training in the physical sciences, an MBA with experience in managing a business is preferred. Also, prefer a person who is (or has been) a member of AATCC, and who has prior experience in serving as a member or chairing test methods, publications, or administrative committees of the Association.

Term Limit: The Executive Director is appointed by the Board of Directors, as described in Article III, Section 1, and reports to the Board as described in Article III, Section 5 of the Bylaws.

A. Staff Responsibilities

1. Administrative head of AATCC personnel at AATCC Technical Center, subordinate to the Board of Directors, and responsible for the administration and management of the staff operations, and for the work of the employees of the Association.
2. Hires and organizes the staff into a well functioning organization. Periodically reviews the organizational structure and implements needed changes.
3. Reviews periodically the performance of employed personnel and takes appropriate action when indicated. Maintains a formalized plan for developing staff goals and objectives and measuring performance against those goals.
4. Recommends to the Board of Directors an annual salary budget.
5. Periodically reviews the Employee Handbook with the Association's benefits consulting firm and the Employee Benefits Committee.
6. Reviews and approves proposed travel itineraries and expense accounts of staff.
7. Receives and reviews copies of important outgoing staff correspondence involving Association business.

B. Board of Directors responsibilities

1. Member of the Board of Directors, without vote. Records and administers acts, motions and resolutions of the Board. Responsible for Board of Directors' minutes. Maintains rosters of all Board committees and subcommittees.
2. Member of the Appropriations Committee. Serves as secretary.
3. Member of the Building and Grounds Committee. Serves as secretary.
4. Member of the Employee Benefits Committee. Serves as secretary.
5. Member of the Membership Committee.
6. Member of the Publications Committee.
7. Member of the Committee on Conferences.
8. Secretary of the Olney Medal Award Committee, without vote.
9. Secretary of the Harold C. Chapin Award Committee, without vote.
10. Secretary of the Henry E. Millson Award Committee, without vote.
11. Member of the Constitution and Bylaws Committee. Serves as secretary.
12. Secretary of the Nominating Committee, without vote. Processes nominations for national offices and publishes election results. Serves as teller.
13. Member ex officio of all other committees of the Board. Assists chairs as appropriate.

C. Technical / Educational Responsibilities

1. Member of the International Test Methods Committee.
2. Represents AATCC at annual meetings of Society of Dyers and Colourists, and other organizations' activities.
3. Ensures that the staff develops a timely and informative technical education program and develops a budget for those programs.
4. Works with Technical Director to determine international training representatives for developing training programs and expanding AATCC membership.
5. Explores new areas of opportunities regarding test methods, technical training or education programs, quality control materials, or other programs of importance.

D. Publications / Membership Responsibilities

1. Arranges for preparation of scrolls, certificates, medals and other awards and arranges for presentation.

2. Receives reports of meetings from Section and Student Chapter secretaries.
3. Communicates with the Section chairs and treasurers regarding general liability insurance and fidelity coverage for section treasurers. Maintains through the provider appropriate liability and property insurance for the Technical Center.
4. Maintains through the Technical Center a continuing program to increase the corporate and individual membership.
5. Attends and participates in several Section and Interest Group meetings throughout the year.
6. Prepares statements of balances in Section treasuries at fiscal year end, as well a Section and Chapter reimbursements in order to complete IRS Form 990.
7. Works with Publications Manager to determine appropriate advertising rates for *AATCC Review* for approval by the Publications Committee.
8. Guides the Publications staff in ensuring that the monthly magazine is printed on time, and looks for ways to reduce costs while maintaining a high-quality publication. Explores new publications opportunities, such as the social media and other avenues to ensure quality communications worldwide.
9. Participates in and encourages staff involvement in the meetings of the Council of Engineering and Scientific Society (CESSE) and the American Society of Association Executives (ASAE), and other appropriate organizations, to gain knowledge and enhance the Association's technical, membership, education, and publication activities.

E. Administrative Responsibilities

1. Renders to the Appropriations Committee and Board of Directors a monthly accounting of receipts and disbursements, a quarterly accounting, and audited financial statements to the Board at the end of the fiscal year.
2. Prepares and approves all vouchers and expenditures from the Treasury of the Association (including Executive Committee on Research for research expenditures), and forwards to the Treasurer and President for approval.
3. Serves as official liaison officer in dealing with tenancy authorities and with local community relations.
4. Serves as the President/Secretary of AATCC Foundation, Inc.
5. Ensures that the staff properly reports taxes, social security, and other state and federal documents required of a 501(C)(6) organization.
6. Serves as trustee for the Association's 401(k) supplementary savings plan.
7. Plans and organizes through the staff the spring and fall committee meetings.

8. Serves in liaison capacity with The Society of Dyers and Colourists (SDC) and other related textile societies.
9. Processes amendments to the Constitution and/or Bylaws.
10. Serves as liaison with Association's legal counsel and other professional services as directed by the Board of Directors.
11. Supervises and/or cooperates in special AATCC projects as directed by the Board of Directors.
12. Reviews all contracts and invoices from suppliers and has the Treasurer approve all invoices over \$10,000 and Board of Directors approve all contracts over \$20,000.
13. Assists the Technical, Publications, Membership and Administration Departments in developing their individual department budgets and preparing the yearly operating and capital budgets for discussion and approval at the annual budget meeting.
14. Liaises with the Association's benefit consultants to properly report 401(k) contributions in order to file Form 5500 in March.
15. Works with staff to organize International Conference, including have awards, plaques, medals and pins prepared; holding staff meetings to coordinate publications, facilities and function requirements; prepare invitations for guests and dignitaries. Prepares speeches for the President and presenters of awards during the IC.
16. Annually reviews the investment portfolios of the Association with the bank and Appropriations Committee.
17. Ensures that employee W2 forms are prepared in January, and that 1099 and 1096 forms are filed by March for contract workers.
18. Works with administrative staff in preparing for annual audit and assists auditors in the preparation and review of the annual Association audit.
19. Prepares Annual Report form for the Commonwealth of Massachusetts.
20. Works to establish strong liaisons with other textile manufacturing and technical associations.
21. Oversees the maintenance and upkeep of the Technical Center building and grounds.
22. Maintains the records, files, archives and current literature, and such properties as the Association may hold for distribution to the membership or public.