

The Executive Director

Delegation to the Executive Director:

1. The Executive Director is authorized to take any action, make any decision, develop any activity and establish any further policy consistent with the policies of the Board of Directors. The Board, by majority vote, can extend or restrict the authority of the Executive Director, but should do so only when deemed very necessary. The Board must accept the actions of the Executive Director so long as those actions are within the limits set by the Board. The Executive Director will report to the Board regarding all pertinent association activity at each Board meeting and will present special status reports on projects as requested by the Board.
2. The Board by majority vote has authority over the Executive Director. No Committee, Committee chairman or individual or group of Board Members has the authority to direct the Staff of the Association.
3. The Executive Director shall accept full responsibility for any violation of Board policy prior to approval by majority vote of the Board of Directors.
4. At no time can the Executive Director commit the association to any long term financial commitments or spend Association funds for new fixed assets beyond limits the board has established. The Executive Director must operate within the budget constraints set by the Board of Directors.
5. The Executive Director may not perform, allow or cause to be performed any act which is unlawful, inconsistent with commonly accepted business and professional ethics or the “prudent man” test, in violation of regulatory bodies or contrary to explicit board constraints on executive authority.

Description of Duties

The Executive Director is responsible for the administration of all functions authorized by the Board of Directors related to the operation of NAWCC Headquarters, School of Horology, Library and the NAWCM Museum.

These functions include but are not limited to:

Select, discipline, dismiss, assign duties, create job descriptions and set salary levels (within budget guidelines) for all paid employees.

Assign duties, create job descriptions and monitor the work done by volunteer staff. The Executive Director is responsible for the quality of volunteers’ work. A volunteer who is also an NAWCC Officer or Director should be treated the same as any other volunteer because, while performing the duties of a volunteer, he/she does not represent the Board.

Look for ways to improve staff efficiency and encourage the staff to do the same.

Administer all bookkeeping and accounting functions. These functions should be maintained in accordance with generally accepted accounting standards.

Prepare the Association's annual budget for Board approval. Every effort should be made to insure that expenses do not exceed income. If it appears that expenses will exceed income submit an explanation of why the deficiency and suggested remedies. Submit a report monthly for the Board of Directors comparing the Budget to actual results including an explanation of any material variances.

Prepare or cause to be prepared any other reports requested by the Board of Directors.

On a continuing basis lead the Director of Development and the Board of Directors in their fund raising efforts.