

## CHAPTER EXECUTIVE - Sacramento Valley SMACNA (JOB AD)

### **POSITION SUMMARY:**

Sacramento Valley SMACNA is seeking a highly organized, relationship-driven Chapter Executive to lead the daily operations, financial oversight, membership engagement, and strategic initiatives of the Chapter. Reporting directly to the Board of Directors, the Chapter Executive serves as the chief administrative officer of the association and is responsible for ensuring the Chapter delivers exceptional value to its contractor members while maintaining strong labor, legislative, financial, and industry relationships. This is a performance-based leadership role.

### **MANAGERIAL AND ADMINISTRATIVE RESPONSIBILITIES:**

#### ***General:***

The Executive Director is responsible for the management and operation of the Chapter in conformity with the policies and directives established by the Board of Directors and the Chapter Membership.

#### ***Chapter Office Administration:***

The Executive Director shall have authority within Board approved guidelines to maintain appropriate office facilities. If business operations require additional staff, the Executive Director shall present a business case to the BOD for review and approval prior to any additional staff being onboarded to carry out duties of the chapter.

#### ***Community and Industry Liaison:***

The Executive Director will establish communication with, maintain liaison with, and secure membership in (when appropriate and available) all appropriate community, governmental, and professional organizations that impact the business of the Chapter and its contractor members. The Executive Director will engage BOD for discussion around membership to external organizations and supporting any events to determine value to the members served by the Chapter.

#### ***Corporate Administration:***

The Executive Director will assure that appropriate filings have been made with all required governmental authorities and declaratory documents secured and maintained; and will periodically review Chapter governance and seek appropriate action and authorization for amendment as appropriate. The Executive Director will provide records of Corporate Administration filings to the BOD as applicable.

#### ***Financial Administration:***

The Executive Director, as the Chapter Secretary-Treasurer (or other authorized Chapter Officer), shall have general supervision over all financial affairs of the Chapter; shall prepare for Board approval of an annual budget allocating financial resources to Chapter activities and functions; maintain all Chapter financial accounts necessary for the transaction of Chapter business, including reserve and/or investment accounts; execute upon Board approval, payments for all Chapter obligations; prepare, or have prepared, annual financial compilations of the Chapter finances; and in general safeguard the financial integrity of the Chapter.

***Labor Relations:***

The Executive Director shall be responsible for maintaining liaison with the Local Union(s) and, when directed by the Board of Directors, will participate in all of the following labor oriented activities:

- Collective Bargaining Negotiations & Administrative Support of key documents in preparation for wage negotiations
- Grievance and/or Arbitration Administration
- Joint Trust Meetings
- Labor Contact Administration
- Labor/Management Meetings
- Training and Education
  - Apprenticeship Training
  - Journeyman Continuing Education
  - Supervisory Education

***Legislative:***

The Executive Director shall establish and maintain liaison with all appropriate elected officials and governmental agencies; shall keep the membership informed on all appropriate legislative issues at the local, state, and national level; shall support and participate in all Chapter and industry sponsored legislative initiatives as authorized by the Board of Directors.

***Meeting Administration and Participation:***

The Executive Director shall attend all meetings of the Chapter, including Board, Committee, Task Force and Trusts; and shall have general responsibility for the following meeting elements:

- Prepare draft and final agenda for all Chapter meetings;
- Secure appropriate meeting facilities;
- Make appropriate arrangements with and for speakers and presentations
- Prepare and disseminate appropriate meeting notices; and,
- Prepare, disseminate, and maintain an accurate file of meeting reports as required for non-profit compliance.

***Membership Activities:***

The Executive Director shall have responsibility for the following membership activities and functions:

- Database and records
- Member Communications
- Regular liaison with Chapter Members

- Industry Funds, dues, and assessments
- Recruitment
- Membership Meetings, Trade Shows, Golf Outings and Social Functions

***Record Keeping:***

The Executive Director shall write, or have written, reports for all Chapter Boards, Committees, Task Forces, and Trusts. Once approved by the appropriate governing authority, a record of said reports shall be maintained for informational, legal, and historical purposes.

***SMACNA National Activities, Products, and Services:***

The Executive Director shall support, attend, and encourage member attendance at all appropriate SMACNA National and Cal SMACNA functions; support and encourage qualified members to serve on SMACNA National and Cal SMACNA Boards, Committees, Task Forces, and Trusts; and shall do all in his/her power to see that the Chapter membership is given the opportunity to secure the benefit of all services and products available through SMACNA National.

***Qualifications:***

Minimum Requirement: At least five (5) years of executive-level experience leading or managing a trade association, nonprofit organization, industry group, or closely related entity. Candidates who do not meet this requirement will not be considered.

***Performance Review & Contract Continuity:***

The Board of Directors will conduct a formal annual performance review evaluating operational effectiveness, financial stewardship, membership engagement, and strategic progress.

To submit an application, please send an email to: [smacna.sac.val@gmail.com](mailto:smacna.sac.val@gmail.com)