

## ***Job Description:***

# ***Executive Director***

## Willamette University Institute for Continued Learning

- The Executive Director shall exercise general oversight over all operations of the Directors and working groups and shall conduct all meetings of the Board and of the membership, including the Annual Meeting. Meetings shall be conducted according to Robert's Rules of Order.
- The Executive Director shall plan and preside over the regular Board Meeting, currently held on the third Tuesday of each month during the school term.
- The Executive Director shall preside over the Annual Meeting at the end of each academic year.
- The Executive Director shall appoint a Nominating Committee Chair in January of each year.
- The Executive Director shall issue one written warning to non-participating members, after which they may be asked to resign if it is determined that the member is not regularly participating or if there are not any extenuating circumstances. If this is the case, a letter of termination shall be sent by the Executive Director.
- The Executive Director shall write letters to those receiving Emeritus status, notifying them of this honor. Emeritus status will be awarded to those members who have made outstanding contributions to ICL over the years and who have reached 90-years of age.
- ICL is equivalent to any other department within the College of Liberal Arts. As such the Executive Director reports to Deborah Dancik, the Associate Dean for Academic Affairs. The Executive Director meets with the Associate Dean once per month.
- The Executive Director, along with the ICL Board, shall determine the size of annual donations to the university and shall write a cover letter to the appropriate departments. This letter will be provided to the Director of Financial Services to enclose with the donation.
- The Executive Director shall be responsible for overseeing the ICL budget along with the Director of Financial Services.
- The Executive Director, along with the ICL Board, shall administer the ICL Continued Learning Rasmussen Excellence Fund in accordance with the stated purpose of this fund. These funds should be used for the benefit and enhancement of the Institute for Continued Learning. Specific uses include, but are not limited to, diversification of membership and program materials, support for additional programs outside the classroom and expanding the Institute's support of, and interaction with, the University's faculty and students.

- At the end of each academic year, the Executive Director shall file an annual report which briefly describes the program. The description should contain an overview, mission and goals etc. The report should speak to how the program is reviewed and how we respond to what we learn in the review. Two criteria from the accreditation standards are as follows: 2.C.16 Credit and non-credit continuing education programs and other special programs are compatible with the institution's mission and goals. 2.C.17 The institution maintains direct and sole responsibility for the academic quality of all aspects of its continuing education and special learning programs and courses.,

(Sample letters and agendas available in separate documents.)