

MISSOURI SEDIMENTATION ACTION COALITION (MSAC)

DESCRIPTION OF DUTIES OF EXECUTIVE DIRECTOR

ADMINISTRATIVE:

The Executive Director shall:

Act as the Registered Agent of MSAC to meet appropriate state government requirements, and with the Public Information Officer (PIO) and designated legal and financial consultants to address and prepare appropriate documents, such as amendments to the By-Laws, financial statements, and other documents required by MSAC or state or federal laws and regulations.

Work with the Board of Directors (Board) and the PIO to set schedules for meetings, prepare the agenda, confirm prior to the meeting a probable quorum, maintain notes during the meeting and work with the PIO to produce accurate minutes of the meeting, and take other steps as necessary, or as assigned by the Board.

Maintain, in proper manner, records of time and expenses in the performance of duties, and submit, in a timely fashion as directed by the Board, time sheets and documentation of travel and expenses to the PIO or other appropriate office for payment and reimbursement.

Take any other actions as directed by the Board, or that would be normally considered as administrative duties in the operation of a business.

PUBLIC CONTACTS AND PRESENTATIONS, INCLUDING FUND RAISING:

The Executive Director shall:

Investigate to determine available grants suitable to the expressed goals of MSAC, prepare grant applications, and take other steps as necessary to obtain grants or gifts from appropriate sources.

Work with the PIO to develop information for public dissemination to meet the goals of MSAC, and prepare appropriate documents and media material for distribution to the members and to the general public, and meet with potential members to expand membership.

Attend hearings and meetings conducted by federal, state or local government agencies and other organizations to present testimony, both written and oral, relative to the detrimental effects of sediment accumulation on the reservoirs and on the benefits they generate.

GENERAL:

Work with federal, state and local government agencies in the development of studies and projects which will advance the goals of MSAC, and assist in obtaining funding for said studies and projects whenever possible.

Review publications and data relative to the goals of MSAC and distribute that material to the Board and others who may be interested.

Work with the PIO in developing and distributing updates and newsletters on a periodic basis for distribution to members and other interested parties.

Perform all other duties as directed by the Board, or as necessary to promote the goals of MSAC.