

**ASLP-IC Executive Committee**  
**DRAFT Executive Director RFP**  
**January 23, 2023**



<u>Job Title</u>	<u>Group</u>	<u>Date Posted</u>
Director, Audiology and Speech-Language Pathology Interstate Compact Commission (ASLP-ICC)	ASLP-ICC	
<b><u>Accountable to:</u></b> ASLP-ICC/Chair/Executive Committee		
<b><u>Job Summary:</u></b> Serves as the lead staff executive for the ASLP-ICC, a joint public agency of member states. Provides day-to-day administrative oversight and supervision of the organization, its efforts, projects, relationships and staff and works in concert with the Commission leadership, and its Executive Committee.		
<u>Tasks</u>	<u>Principle Responsibilities</u>	<u>Frequency</u> <u>High to low</u>
1	Manages the day-to day operations of the ASLP-IC. Provides support to the Commission Chair, Delegates, Committee Chairs and Executive Committee in the execution of its responsibilities, under the Compact Bylaws. Works in consultation with Commission Chair to develop meeting agendas, materials, minutes and reports. Provides executive level staff support and ensures effective planning, promotion and delivery of operational activities for all the organization's meetings. In conjunction with the Treasurer and Executive Committee, responsible for managing the annual operating budget and reserves, and monitoring the Commissions financial performance. Maintains records of the Commission. May serve as Secretary to the Commission; coordinates Executive Committee elections.	25%
2	Conducts outreach and public relations related to the ASLP-IC. Effectively manages external stakeholder relationships while representing the Commission. Serves as the ASLP-IC training officer; provides training to state boards of audiology and speech-language pathology. Facilitates the orientation of new Commissioners. Develops and maintains a repository of informational, educational and training materials regarding the ASLP-IC. Provides external presentations and education.	25%
3	Participates in the development of the Commission strategic plan and objectives and drives the implementation of strategies. In concert with the Executive Committee, sets the overall strategic direction based on research and environmental analyses.	15%
4	In conjunction with the Commission and its committees, develops implementation strategies for regulatory compliance and implements a process for monitoring compliance of member states with statute, bylaws, rules and creates and reviews policy manual for staff and new delegates for currency.	15%
5	Responsible for supervising the staff and independent contractors of the Commission. Recommend for the Commission's consideration administrative personnel policies governing the recruitment, hiring, management, compensation and dismissal of Commission staff	10%
6	Actively seeks to reduce legal liabilities and ensures the legal integrity of the ASLP-IC. Maintains records of the Commission. Executes contracts on behalf of the Commission as directed. Receives service of process on behalf of the Commission.	10%

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<b>Job Specifications</b> (Education, Certification, Special Knowledge and Skills)
▪ Bachelor's degree required, Master's or JD preferred. Background in business, management, healthcare administration or related field. Five or more year's member-based association management / governance and committee management experience preferred.
▪ Knowledge of occupational licensure, administrative law and operations management preferred.
▪ Excellent oral and written communication, presentation, technical, organizational, customer service, problem solving, analytical and critical thinking, and problem solving skills are required.
▪ Ability to work independently to resolve member issues and collectively to establish a positive working rapport with members and stakeholders. Facilitates effective meetings with stakeholders. Domestic travel will be required.
▪ Ability to build, maintain, communicate, and manage professional relationships with members, stakeholders, and public and governmental agencies, with an emphasis on political awareness, public perceptions, and ASLP-IC initiatives and details.

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