



**AIA**  
Las Vegas

Adopted: May 24, 2016

## **RESOLUTION: EXECUTIVE DIRECTOR AUTHORITY AND RESPONSIBILITIES**

This Resolution outlining the authority and responsibilities of the Executive Director is provided in order to clearly define the role of the Executive Director with regard Chapter's financial operations and to protect both the Executive Director and the AIA Las Vegas Chapter.

The Executive Director of this Chapter is empowered by the Board of Directors to act in the best interest of the organization and its members, and is authorized to supervise and manage the financial resources of the Chapter, which includes setting annual budgets and operations policies, making financial commitments and expenditures on behalf of the organization, signing contracts, checks and bank drafts, entering into leases and commitments, supervising and advising on investments, managing endowment and reserve accounts, setting aside reserve funds and all activities that occur in the overall management of the Chapters financial resources as may be required.

The Executive Director recommends and participates in the formulation of new policies; plans, organizes, directs and coordinates programs and activities to ensure that the organizations goals and objectives are being achieved and member needs are being satisfied.

The Executive Director establishes and maintains internal and external relationships and further, through effective management, leadership, proactive planning and programing, achieves economical and productive performance and constructive growth of the AIA Las Vegas Chapter.

Other duties and requirements may be included in the Executive Director's job description as become necessary.

Signed by:

Brett Ewing, AIA  
President, AIA Las Vegas