

JOB DESCRIPTION, LearningQUEST Operations Manager

Leadership of LearningQUEST is shared among the President of the Board, the Board of Directors (the Board), and the Operations Manager (OM).

The Board determines the mission, provides for its governance and sets policies. The President provides oversight and direction to the OM. The OM is responsible for managing the operation of LearningQUEST and providing support to the Board and its committees. The OM implements the policies and programs of the Board in accordance with its mission. The OM reports to the President and is accountable to the Board. The OM is an ex officio member of the Board.

SPECIFIC RESPONSIBILITIES

Operation:

- Coordinating day-to-day activities
- Facilitating overall program development in advance of each term
- Supporting the development and implementation of operational procedures and plans
- Maintaining official Operations' records and documents
- Facilitating activities and coordination among committees and volunteers

Board Interface:

- Assisting the President with agenda planning, background materials, and such other help as the President may request
- Supporting and contributing to planning activities
- Attending Board meetings and keeping the Board fully informed
- Recommending to the Board changes to policies and procedures

Membership:

- Supporting and facilitating recruitment of new members
- Assessing member needs and wants
- Promoting member satisfaction

Volunteers:

- Recruiting volunteer participation
- Helping place volunteers in area where needed and compatible with the volunteer's skills and desires

Financial:

- Implementing approved financial policies
- Supporting the Treasurer in developing and presenting the annual budget
- Implementing approved budgets