

Role	Responsibility
All	OAESD Executive Director Position
	<p>Creating a job description, recruiting, interviewing and hiring of the Executive Director to administer the effective implementation of the purposes of OAESD.</p>
	<p>Entering into and administering the employment contract for the Executive Director.</p>
	<p>Conducting an annual review of the Executive Director and report the results of the review to the Governance Council. <i>The Past President shall facilitate such annual review.</i></p>
	<p>Dismissal or non-renewal of the contract for the Executive Director.</p>
OAESD Director of Government Relations Position	
	<p>Conducting an annual review of the Director of Government Relations. <i>The Past President shall facilitate such annual review.</i></p>
	<p>Advising the Executive Director in contracting with the Director of Government relations and contract deliverables.</p>
Advising - OAESD Operations	
	<p>Advising the Executive Director in contracting with member ESDs for fiscal, website, and other administrative services necessary to carry out the functions of OAESD.</p>
	<p>Advising the Executive Director in developing an annual work plan, including communication strategies, for OAESD to provide priorities for the Association.</p>
	<p>Advising the Executive Director in creating an annual schedule of meetings and other events.</p>
	<p>Advising the Executive Director in creating a proposed annual budget for OAESD</p>
	<p>Advising the Executive Director in planning Association conferences and workshops</p>
	<p>Advising the Executive Director in developing agendas, call, publicize, chair and arrange for minutes to be taken for all official OAESD meetings of the OAESD Governance Council.</p>
Standards of Conduct	
	<p>Treat others with dignity and courtesy and provide an opportunity for all parties to be heard with due respect for their opinions.</p>
	<p>Recognize administrative authority as established in the Constitution and Bylaws.</p>
	<p>Express personal opinions, but when expressing such opinions in public should clearly identify the opinions as personal and not representing OAESD.</p>
	<p>Respect the privacy rights of others when dealing with confidential information through association with OAESD.</p>

	<p>Understand that the OAESD Governance Council makes decisions as a team; individuals may not commit OAESD to any action except as authorized by the Governance Council or Officers Council.</p>
	<p>Understand the proper authority within OAESD and refer problems or complaints to the proper authority.</p>
	<p>Insist that all OAESD business is done ethically and honestly.</p>
	<p>Declare a conflict of interest when a member believes that one may exist.</p>
	<p>Complaints and Sanctions</p>
	<p>The OAESD Officer Council is empowered to hear the complaint, resolve the complaint, undertake any required investigation and take any appropriate action.</p>
<p>Past President</p>	<p>Conducting an annual review of the Director of Government Relations. <i>The Past President shall facilitate such annual review.</i></p>
	<p>Conducting an annual review of the Executive Director and report the results of the review to the Governance Council. <i>The Past President shall facilitate such annual review.</i></p>
<p>Chair-Elect</p>	<p>The Chair-Elect shall serve as OAESD Representative to the Ex-Officio position on the OSBA Board of Directors.</p>
<p>President-Elect</p>	<p>The President-Elect shall serve as Chair of the Legislative Committee.</p>