

RESOLUTION REGARDING EXECUTIVE OFFICER

WHEREAS, Article 5, Section 9 of the By-Laws by resolution adopted by a majority of the directors in office, may designate and appoint an Executive Officer and designate the duties and responsibilities of the position as provided in said resolution;

WHEREAS, the City of Williston Economic Development agrees to cover the compensation of the Executive Officer;

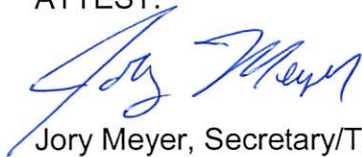
BE IT RESOLVED that the Western Region Economic Development (WRED) board Shall select a candidate and appoint that person to the position of Executive Officer, with all the powers and duties of that position.

BE IT RESOLVED that the WRED board pursuant to Article 5, Section 9 of the By-Laws, designates the duties and responsibilities set forth in Attachment 1 attached to these resolutions, which Attachment is incorporated herein by reference;

BE IT FINALLY RESOLVED that these resolutions are intended to supersede any other existing resolutions of the Board to the extent such existing resolutions are inconsistent with these resolutions.

Klug introduced the foregoing Resolution and moved for its adoption. The motion was duly seconded by Callahan. Whereupon said motion was declared, duly passed and adopted this 25th day of July 2019.

ATTEST:



Jory Meyer, Secretary/Treasurer
Western Region Economic Development

APPROVED:



Brad Curtis, President
Western Region Economic Development

Attachment 1 Executive Officer Duties

Lead:

1. Lead and manage WRED within the parameters established by the Board
2. Ensure WRED is in compliance with all applicable laws

Board:

1. Annual Job Functions

- a. Arrange annual meeting in accordance with the by-laws
 - i. Set the date, time and location of the annual meeting
 - ii. Mail invitations to the membership and board
 - iii. Provide meeting packet (agenda, minutes and financials)
 - iv. Perform roll call and take and transcribe meeting minutes
- b. Accounting Functions
 - i. Prepare end of fiscal year budget
 - ii. Assist executive committee with the annual budget
 - iii. Submit annual budget to the STAR Fund (if needed)
 - iv. Provide accountant with financials for preparing taxes
- c. Yearly membership drive
 - i. Draft yearly membership letter
 - ii. Form list of members for membership renewal
 - iii. Contact board of directors for new potential members
- d. Assemble List of Board of Directors
 - i. Track the terms of the Board of Directors
- e. Open board of director positions
 - i. Assemble press release announcing open board positions
 - ii. Gather data from interested applicants
 - iii. Assemble applicant data for board of directors
 - iv. Tally votes for applicants
- f. Monthly meeting schedule
 - i. Set the monthly meeting schedule for the year

2. Monthly Job Functions

- a. Arrange monthly board meetings
 - i. Email reminder to the board of monthly meetings
 - ii. Set the agenda for the meeting
 - iii. Provide agenda and minutes to the board prior to the meeting
 - iv. Provide the financials to the Treasurer prior to the meeting
 - v. Provide meeting packet (agenda, minutes and financials)
 - vi. Perform roll call and take and transcribe meeting minutes
- b. Accounting Functions
 - i. Enter all A/P and A/R in QuickBooks
 1. Make deposits
 2. Pay invoices
 - ii. Prepare monthly financials for the board treasurer
- c. Action Required Between Board Meetings

- i. Email board call to action items between regular meetings when time sensitive issues arise.
4. Webpage Management
 - a. Ensure that the content on <https://wrednd.com> remain current
5. Grant Assistance
 - a. Work with board to locate grants for board projects

Strategic:

1. Carries out the strategic plan that include objectives and strategies and other supporting initiatives within approved budgets. These plans are within the parameters established by the Board
2. In conjunction with the Board and the Executive Committee, develops strategies and identify opportunities that meet the mission, vision and objectives of the Board

External Relations:

1. Oversee WRED's interfaces with the public, membership and government
2. Maintain a positive working relationship with all key stakeholders including all levels of government
3. Together with the Executive Committee, maintains strong working relationships with key decision-makers in major client organizations. Ensures that their perspectives of WRED are understood by the Board

Sales and Marketing:

1. Ensures the development and implementation of marketing plans within the parameters established by the Board.

Adopted: June 27, 2019