

Role	Responsibility
	Rev. 7.2026
All	OAESD Executive Director Position
	Creating a job description, recruiting, interviewing and hiring of the Executive Director to administer the effective implementation of the purposes of OAESD.
	Entering into and administering the employment contract for the Executive Director.
	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>
	Dismissal or non-renewal of the contract for the Executive Director.
	Advising - OAESD Operations
	Advising the Executive Director in contracting with member ESDs for fiscal, website, and other administrative services necessary to carry out the functions of OAESD.
	Advising the Executive Director in developing an annual work plan, including communication strategies, for OAESD to provide priorities for the Association.
	Advising the Executive Director in creating an annual schedule of meetings and other events.
	Advising the Executive Director in creating a proposed annual budget for OAESD
	Advising the Executive Director in planning Association conferences and workshops
	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.
	Consulting with the Executive Director on expenditures related to the OAESD Strategic Fund*
	Approving OAESD expenditures or contracts in excess of \$24,999 prior to execution by the Executive Director*
	Standards of Conduct
	Treat others with dignity and courtesy and provide an opportunity for all parties to be heard with due respect for their opinions.
	Recognize administrative authority as established in the Constitution and Bylaws.
	Express personal opinions, but when expressing such opinions in public should clearly identify the opinions as personal and not representing OAESD.
	Respect the privacy rights of others when dealing with confidential information through association with OAESD.

	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.
	Understand the proper authority within OAESD and refer problems or complaints to the proper authority.
	Insist that all OAESD business is done ethically and honestly.
	Declare a conflict of interest when a member believes that one may exist.
	Complaints and Sanctions
	The OAESD Officer Council is empowered to hear the complaint, resolve the complaint, undertake any required investigation and take any appropriate action.
Past President	Conducting an annual review of the Director of Government Relations. <i>The Past President shall facilitate such annual review.</i>
	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>
Chair-Elect	The Chair-Elect shall serve as OAESD Representative to the Ex-Officio position on the OSBA Board of Directors.
President-Elect	The President-Elect shall serve as Chair of the Legislative Committee.
	*Updated 7.2026