

## **ASNT EXECUTIVE DIRECTOR**

### **1.0 Purpose**

To describe the responsibilities of the Executive Director of ASNT.

### **2.0 Scope**

This policy applies to the Executive Director who reports to the Board of Directors.

### **3.0 References**

3.1 *ASNT Bylaws*

3.2 **Policy G-18**, ASNT Spokesperson

### **4.0 Duties**

4.1 Acts as Chief Officer who manages ASNT's assets as provided for in *ASNT's Bylaws* and policies.

4.2 Administers allocated resources toward achieving the Society's goals.

4.3 Directs the day-to-day operations of the Society.

4.4 Implements programs and applicable policies.

4.5 Prepares the Annual Budgets and Financial Plans.

4.6 Acts as official spokesperson for the Society

4.7 Engages independent auditors and authorizes the financial audits of the Society.

4.8 Engages legal counsel for the Society.

4.9 Signs or authorizes signing of all legal documents for the day-to-day operations and affairs of the Society.

4.10 Implements liaison with other domestic and international technical societies to foster cooperation.

4.11 Appoints staff representatives to ASNT committees as appropriate.

## **5.0 Committee Membership**

The Executive Director is an ex-officio member of the Board of Directors and the Operations, Executive, Governance, Business and Finance, Publications Review and ASNT/NDTMA Coordinating committees.

## **6.0 Reporting Requirements**

Provides reports to the Board of Directors.