



Job Description of the Executive Director - Booth Liaison

An Executive Director is an elected individual who sits as a non-partial member of the executive. There are three (3) Executive Directors and one (1) Executive Director - Booth Liaison. The Executive President presides with the objective of the executive being to level the playing field for all programs involved in the association. The executive is a group of unbiased individuals who seek to make decisions that will affect the entire association in a positive manner. All decisions must be made with the ultimate goal being the improvement of programs that directly benefit children. No one program is deemed more important than the other and it will be absolutely necessary for all programs to support each other and work together for the betterment of the association as a whole. Although programs may run differently the protocol and financial accountability will remain consistent.

The KMS executive is the body that approves suggestions and recommendations from the program boards. Such matters for the executive to make decisions on are financials matters, disciplinary matters, constitutional matters, protocol matters, etc. The decision of the KMS executive is final and is only subject to further question by the Director of Leisure Services. The Director of Leisure Services is to communicate directly with the President of KMS and support the decision of the executive so the integrity of the executive will be upheld.

The Booth Liaison has the duties of communicating with the Booth Manager(s). The executive will set the criteria for hiring managers and staff and the criteria for contracts with managers. The Booth Liaison is to be the “go-between” fielding questions, stating concerns, and be the contact person to bring issues to the executive meetings. Any concerns on behalf of the executive will be communicated to management/staff by the Booth Liaison.

The Booth Liaison will also provide booth management and staff with a job description and guidelines set forth by the executive. In the case of staff or management needing to be released from their duties the Executive President will accompany the Booth Liaison to personally deal with the issue.

Term - 2 years

Booth hours/volunteer hours waived - attendance at executive meetings is mandatory