

UTAH-IDAHO SOUTHER BAPTIST CONVENTION
EXECUTIVE DIRECTOR/TREASURER
JOB DESCRIPTION

The Executive Director/Treasure leads, directs and supervises the staff and employees of the Utah-Idaho southern Baptist Convention as they seek to resource the churches and associations of the convention. He fosters communication, trust and unity among the churches and associations. He relates to the Executive Board as the executive agent of it's policies, procedure and objectives, and reports regularly to the Executive Board and to it's Administrative Committee. He represents the convention with all SBC boards and agencies, other state conventions of the SBC, and other appropriate public agencies.

1. Is the executive officer of the entire Convention and signs all legal papers with the chairman of the State Executive Board. He shall have the power to co-sign checks. He is the registered agent of the corporation.
2. Working with the Administrative Committee, recommends new state staff members and employees. He supervises and approves the selection and direction of all state staff personnel.
3. Advises and counsels with all workers on a continuing basis, keeping channels of communication with convention employees open at all times; supervises and directs staff meetings, necessary orientation conferences, and deals with official disciplinary actions or other personal counseling issues.
4. Maintains a working relationship with the Administrative Committee of the Executive Board.
5. Maintains a working relationship with convention staff and employees.
6. Maintains an effective working relationship with the Directors of Missions and the associations they represent; fostering goodwill, prayer, open communication and teamwork.
7. Facilitates event and conference planning.
8. Oversees, reviews, and updates as needed the current UISBC Strategy.
9. Maintains an encouraging relationship with all pertinent cooperating entities that have a relationship with the UISBC.
10. Supervises receipt and distribution of all funds directed by the Convention, by the donors, by churches, by the State Executive Board, and by the adopted budget.

11. Plans and evaluates the budget proposals with the Budget and Finance Committee and the State Executive Board as they evaluate program responsibility of the Convention.
12. Makes comprehensive annual reports to the State Executive Board and the Convention of all finances and programs and a report of progress of churches.
13. Responsible for the promotion of retirement, and related plans, offered by Guidestone Financial Resources.
14. Promotes the work of the Convention through being available to speak to churches, associations, conferences, camps, conventions, state meetings, out-of-state meetings, Southern Baptist Convention activities, etc.
15. Manage all functions of the UISBC in accordance with the constitution and bylaws as modified from time to time.
16. Performs tasks in accordance with the wishes of the Executive Board and expand relationships with the churches, associations, the UISBC, and the Southern Baptist Convention, for the purpose of advancing the Kingdom of God.