

# **WASATCH UNISERV COUNCIL** **EXECUTIVE DIRECTOR** **JOB DESCRIPTION**

- \* *Be responsible to the UniServ Council*
- \* *Administer the budget authorized by the UniServ Council*
- \* *Be responsible for the safekeeping and accounting of all corporation funds*
- \* *Prepare monthly reports and recommendations to be reported to the UniServ Council*
- \* *Co-sign checks or saving withdrawal with the Council President and/or Office Manager*
- \* *Meet with the UniServ President at least once a month to prepare the agenda, financial report and any official correspondence for the UniServ Council*
- \* *Prepare a budget with the Council President to present to the Council for approval*
- \* *Attend local AR and Executive Board meetings*
- \* *Be available to locals in the UniServ when needed*
- \* *Attend the Council of Local Presidents meeting*
- \* *Attend the UEA House of Delegates*
- \* *Attend the UEA Leadership Academy*