

## **6.15. Director Administration – Responsibilities**

6.15.1. The Director Administration reports directly to the President.

6.15.2. The Director Administration is a voting member of the Board of Directors.

6.15.3. The Director Administration is accountable for ensuring that MWFHA has the policies, procedures, and tools it requires to operate as a business and achieve its strategic goals.

6.15.4. The Director Administration is the Chair of the Communications Committee.

6.15.4.1. The Communications Committee is responsible for managing communication and administration of MWFHA, including but not limited to:

6.15.4.1.1. Ensuring that MWFHA has appropriate communication tools, and uses them effectively;

6.15.4.1.2. Ensuring that MWFHA has accurate records of membership;

6.15.4.1.3. Ensuring that MWFHA has appropriate offices and office equipment for conduct of its business;

6.15.4.1.4. Ensuring that records and documents of MWFHA are collected, published and maintained

6.15.4.2. The Communications Committee may form standing or ad hoc sub- committees as required for the management of these responsibilities.

6.15.5. The Director Administration will serve on other MWFHA committees as required.

6.15.6. The Director Administration shall perform other duties as assigned by the President.