

**CHIEF EXECUTIVE OFFICER BOD Y03-12-04-05** [Initial BOD Y09-09-04-04] [Policy]

The Chief Executive Officer shall be responsible for the management of the Association's headquarters and the approval of all staff job descriptions and all staff personnel qualifications other than the job description and personnel qualifications for the Chief Executive Officer. The Chief Executive Officer will have full authority to hire and dismiss staff.

The Board of Directors shall be responsible for the job description and personnel qualifications for the Chief Executive Officer and for his/her annual evaluation.

The Chief Executive Officer is an officer of the Board of Directors and in that capacity is authorized to execute or to authorize his/her designee to execute, on behalf of the Association, certain binding agreements and other acts including, but not limited to:

- a. lease agreements;
- b. financial arrangements with banks, savings and loan associations, investment firms, and like institution for the purpose of mortgage/loan refinancing, deposit and/or investment and withdrawal;
- c. insurance or other member or headquarters personnel benefits program agreements;
- d. agreements with hotels, convention centers, or like facilities;
- e. federal, state, and local tax returns or reports; and
- f. other contracts and/or agreements for goods or services that are inherent in the ordinary activity of APTA.

(National Governance and Leadership Department, Ext 3252)

**Explanation of Reference Numbers:**

BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure