



# Human Resources

*Last Updated December 2021\* reviewed 22,23*

## Policy

Purpose: To guide the Association for Human Resource Matters.

1. This Committee and Officers will serve as the evaluation team of the Executive Director based on the duties and responsibilities outlined in the Executive Director Job Description. The following are the duties of the Executive Director:
  - a. Serve as the Chief Operating Officer of the association and manage its daily activities.
  - b. Sign and manage contractual obligations of the association, except for any real estate transactions.
  - c. Manage and oversee the maintenance of the Texas Agricultural Education and FFA Center
  - d. Manage the budget and financial activities of the association under the direction of the Board of Directors.
  - e. Supervise and manage the staff of the association.
  - f. Serve as chief lobbyist and PAC manager for the association.
  - g. Plan and conduct the summer Professional Development Conference, with the assistance of staff and the Board of Directors.
  - h. Provide oversight at the Texas FFA Convention Exhibit show.
  - i. Serve as a functioning member of Texas Team Ag Ed, which also includes serving on the Board of Directors of the Texas FFA, Texas FFA Foundation, and the ATAT Credit Union.
  - j. Serve as Texas 4-H and FFA Swine Validation Executive Administrator.
  - k. Plan and conduct ATAT Board Meetings at the direction of the board and with the assistance of the staff.
  - l. Serve as a liaison between the Association and the Teacher Educator Universities.
  - m. Manage the legal assistance program for members performed by attorneys retained by the association.
  - n. Serve as a representative to the NAAE and attend both regional and national meetings.
  - o. Administer the association's member crisis fund.
  - p. Provide oversight of the Texas Young Farmers.
  - q. Oversee communication to members and the Board of Directors

2. The Executive Director will contact the Association president, vice president, and secretary/treasurer on any concerns, issues, needs, and interests related to the Association and its members.
3. The Executive Director will submit annually a self-assessment document to the Association Executive Committee and members of the Human Resources Committee.
4. When a vacancy occurs in the Executive Director position, it is recommended that a three-month transition period occur.
5. Any changes to the Association employee benefits policy, found in the employee handbook, shall be left to the discretion of the Executive Director.
6. The Association will maintain the retirement investments for the Executive Director, Membership Services Coordinator, Professional Development Coordinator, and Special Projects Coordinator at 8.5 % of the annual salary.
7. The Association will maintain a liability insurance policy for board members.

## Operational Protocols

1. The committee may request to review staff evaluations if desired.
2. The committee may allocate time for staff to address the board without the presence of the Executive Director.

\* No updates made in December 2022, 2023