

**American Racing Pigeon Union**  
Job Description for AU Executive Director

The Union shall have an Executive Director, who shall fulfill those responsibilities and duties assigned by the Board of Directors. Applicants must reply no later than September 1, 2024.

- The Executive Director shall be required to relocate to Oklahoma City.
- The Executive Director shall be responsible for ensuring that accurate and complete minutes of all meetings of the Board of Directors are maintained and made available for publication in accordance with the policies of the Union.
- The Executive Director will be responsible for collecting and preparing a meeting agenda for each meeting of the Board of Directors following these bylaws, policies, and procedures of the Union; maintaining a full and accurate written record of all the actions of the Board of Directors, and a true and correct copy of all policies and procedures adopted by the Board of Directors. They will record in writing any action taken by any Union Committee reporting to them.
- The Executive Director shall report the results of all elections to the Board of Directors and supervise all elections of officers by the Union.
- The Executive Director Shall be a hired employee of the Union and manage the day-to-day operations of the National Office.
- The Executive Director shall also be responsible for seeing that all AU award recipients receive acknowledgment in the publications, including Hall-of-fame, Man-of-the-Year (including previous years), Publicity awards, Speed awards, etc., and that a record of these awards is maintained in our archives.
- The Executive Director shall maintain the complete and accurate financial records of the Union, including the yearly budget, and report to the Board of Directors and the Union Membership as to the financial affairs of the Union as provided in the bylaws, policies, and procedures of the Union.
- The Executive Director shall serve as an ex-officio member of the Finance Committee.
- The Executive Director will be required to travel to mid-year and annual Board Meetings and other meetings requested by Zone Directors.
- The Executive Director will be responsible for planning for the Mid-year and annual Board Meetings such as hotel reservations and planning lunches.
- The executive director will have the following responsibilities and meet proper deadlines:

AU Band Sales  
AU Update Publication  
AU Yearbook Publication

The Board of Directors may appoint or employ one or more assistants to the Executive Director if the Union business requires, but such persons shall not be members of the Board.