


NATIONAL ASSOCIATION OF INTERGROUP RELATIONS OFFICIALS
2027 MASSACHUSETTS AVENUE, N.W. ● WASHINGTON, D.C. 20036 ● 387-7050
FREDERICK B. ROUTH, EXECUTIVE DIRECTOR

A SPECIAL MESSAGE TO NAIRO MEMBERS AND FRIENDS

 from Ed Howden, President

As indicated in the enclosed memorandum, NAIRO is losing Fred Routh after almost eight years' distinguished service.

Some of us are putting together two kinds of expression of appreciation of Fred's many important and lasting contributions to our common cause: first, a compilation of letters, appropriately bound or otherwise assembled; second, a hand-lettered scroll, mounted and framed.

Those of you who wish to write one of these letters to Fred and/or share in the cost of the volume and scroll may do so by sending same to NAIRO Treasurer

MARK ISRAEL
5611 Glenwood Road
Bethesda, Maryland 20034.

In view of the modest cost involved and the large number of colleagues expected to respond, a dollar or so each should suffice.

Quick response would be most helpful. Final date for receipt of the letters will have to be Monday, January 12, 1970.



15 December 1969

JOB DESCRIPTION: NAIRO EXECUTIVE DIRECTOR

NAIRO's chief professional should function as a 'strong executive.' He should not usurp the policy-making functions of the Board or the membership but he should freely initiate policy proposals, give his professional view of policies proposed by others, and have considerable latitude in developing the best means of implementing policy once adopted. He should continuously assess the needs of and the opportunities for NAIRO and the field, and he should act readily on the basis of his assessment and his best judgment, within the limits of broad governing policy. Much of the needed creativity and innovation must originate with the executive. He should enable and assist officers and members in being productively active with the association and he should utilize as well as be utilized by, the members, the Board of Directors and Officers. As chief administrative officer his responsibilities shall include but not be limited to the following activities:

- (a) implementing policy decisions of the Board and membership, participating (without vote) in their formulation and with freedom to initiate policy proposals;
- (b) initiating and directing program activities that are not the assigned responsibility of committees or other NAIRO bodies, and assisting in coordinating those activities that are;
- (c) serving as public spokesman for, and interpreter of, NAIRO and the profession, both inside and outside the intergroup relations field;
- (d) coordinating or initiating approaches to foundations and other activities designed to secure funds for basic operation of the Association and for such program or staff expansion as shall be approved by the Board;
- (e) establishing and maintaining liaison with individual members and other professional workers, intergroup relations agencies, educational institutions, professional associations and other organizations in allied fields, foundations, and arms of government at all levels;
- (f) supervising and coordinating the activities of NAIRO staff workers, with primary responsibility for their selection;
- (g) administering the affairs of the Association, including such duties of Treasurer and Secretary as shall be delegated to him by the Board;
- (h) conducting the fiscal affairs of the association, including the day-to-day fiscal management such as receipt of revenues, expenditures and accounting, subject to the supervision and review of the Association's Treasurer. The Director shall submit to the Board in writing, by mail, a complete financial report on a quarterly basis, prior to each Board meeting.
- (i) preparing, in consultation with the President, agendas for Board meetings, Annual Business meetings, Executive Committee meetings and such other agendas as may be required.

(more)

- (j) writing and editing the NAIRO Newsletter and assisting NAIRO committees, commissions, departments and task forces in preparing their reports.
- (k) Assisting the Secretary of the Association in maintaining minutes of Board meetings, Annual Business meetints, Executive Committee meetings and such other minutes as may be assigned by the President or the Board.
- (l) assisting the Conference Program Planning Committee and the Conference Arrangements Committee in carrying out their responsibilities on a timely basis.
- (m) serving the members, committees, commissions, departments, task forces, Chapters and Regions of NAIRO, with freedom to initiate proposals for their study.

SALARY: Open, senior level.

Applications should be mailed as early as possible; they must be received no later than Monday, January 26, 1970. Two copies are required; the original going to Mr. Cowles, a carbon to Mr. Howden. Please mark envelopes: "Attention: NAIRO Personnel Committee".

Mr. Alfred E. Cowles
Executive Director
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