



Mensa International, Ltd.

Executive Director Functions And Responsibilities

It should be noted that many of the tasks are performed by the Assistant Director or performed by both the Assistant Director and the Executive Director.

Reporting to the Mensa International ExComm, the primary duty of the Executive Director is to provide the highest quality of service to members, the general public and colleagues; playing a major role in the planning, development and implementation of strategies to ensure the growth of the society and to ensure the society's stated objectives are achieved. The Executive Director reports to the MIL ExComm.

DEVELOPMENT

1. Promotes and encourages the growth of Mensa in countries where no Mensa organisation exists, assists the growth where there are such organisations and encourages and assists said organisations to attain Full National Mensa recognition.
2. Promotes and develops individual international membership, including answering queries about Mensa membership and administering testing and admissions in places where there is no Mensa test proctor. Supervises testing for Emerging Mensas and in countries where no Mensa organization exists.
3. Identifies and brings to IBD's attention new licensing opportunities for Mensa (for generation of new income sources, and enhancement of member benefits). Such opportunities may include sponsorships, advertising, Mensa-branded goods, member services, partnerships with external organisations, competitions and offers, affinity deals, puzzle sales, etc.
4. Assists with negotiations, monitors performance and manages, on an ongoing basis, all commercial contracts involving MIL.
5. Develops MIL's marketing strategy and analyses its effectiveness, with a view to recommending ongoing improvements; identifying innovative approaches for developing the society; looking for and facilitating PR opportunities.
6. Manages Mensa's profile, internationally, in the press and media, in liaison with external agencies and National Mensa offices and officers. Includes writing and distributing press releases and statements, coordinating interviews, ensuring Mensa's international activity is highlighted through appropriate media, and acts as a public spokesman for Mensa as required.
7. Makes effective use of the best of current technology (Internet, Web Portals, etc) in ensuring the efficient, and cost-effective administration of the society, and in furthering the objectives of

Mensa Internationally. Works with national Mensa groups to pull together the best of current practices, and works with the International Webmaster to develop and maintain the MIL Website as a resource for members and an information source for non-members.

8. Develops and suggests possible changes in policy or procedures that might assist development or administrative efforts and/or reduce operating costs.
9. Implements policies and programs approved by the IBD. Ensures that all such IBD policies are complied with and enforced, and executes all decisions of the IBD and the MIL Executive Committee, except when the assignment is specifically made to others.,

ADMINISTRATIVE

10. Provides administrative and executive assistance to the IBD, ExComm, officers and appointees, attends IBD and ExComm meetings, and acts as recording secretary for the IBD and ExComm.
11. Arranges IBD and ExComm Meetings, including accommodations, meals, conference rooms, recording facilities, payment procedures, etc. in coordination with the host local group and/or national Mensa and the appropriate officers.
12. Ensures the registration of the name and logo of Mensa where practical in those countries where the name and logo is not yet secured, and ensures the timely extension of the rights on the name and logo in those countries where MIL has these rights.
13. Prepares and disseminates meeting Agendas
14. Compiles, prepares and disseminates meeting Minutes.
15. Handles membership renewals and correspondence from direct international members ('DIMs') and members of any national Mensa, should the need arise.
16. Ensures the maintenance and efficient usage of computers, photocopiers, typewriters, answering machines, and any other office machinery and cleaning and maintenance equipment.
17. Ensures that all important information and files are secure and, where reasonable and possible, backed up in a secure fashion.
18. Maintains the premises, files, other records, furniture, and equipment in clean, neat, and up-to-date condition. Orders and maintains stock of printed materials and stationery, etc.
19. Is responsible for archiving MIL's administrative records. This includes but is not limited to:
 - a. The approved minutes of ExComm meeting, Board meetings of MIL, IBD meetings.
 - b. The approved agendas of these meetings
 - c. The filing of all contracts between MIL and other parties (such as lease contracts, employment contracts, licensing contracts, registering contracts of name and logo).
 - d. Financial end-of-year statements.
 - e. Accountant's approval.
 - f. Yearly filing of membership lists of the DIMs.
20. Safeguards the material of a national Mensa when a national Mensa is derecognized.

21. Safeguards legal documents used to incorporate national Mensas including the financial books and other mandatory archive material as described in the ASIEs.
22. Administers the membership lists for the DIMs including members of an ENM or PNM
23. Supports the synchronization of membership lists between the office and Initial, Emerging and Provisional national Mensas.
24. Certifies and validates national Mensas for the purpose of representation, balloting, attendance at meetings and number of allocated votes.
25. Recruits, Trains, supervises, disciplines, encourages, pays, and motivates all other paid staff

COMMUNICATIONS

26. Facilitates communications between and among international officers, IBD members and national Mensas.
27. Oversees the production and distribution, where necessary, of *Mensa World*.
28. Oversees the production of the *International Journal ('IJ')*, including the distribution of camera-ready copy to national Mensas (where necessary) and the distribution of printed copies to DIMs.
29. Monitors and reports, as appropriate, on the state of national Mensa groups, highlighting issues or trends of relevance, maintaining statistical records for circulation as required.
30. Ensures all incoming and outgoing communications (e.g. e-mail, fax, post, telephone), whether from members or the general public, are dealt with in a timely and professional manner, responding to questions and requests for assistance from Mensa members and officers.

FINANCE

31. Secures, verifies and reports component payments, verifies report submissions from, and maintains liaison with, Full, Provisional and Emerging national Mensas.
32. Maintains all government records as may be required, and is responsible for the collection and disbursement, under the guidance of the Treasurer, of all taxes and levies, e.g. PAYE, PRSI, VAT, CPT, etc.
33. Maintains MIL's books of account; collects and banks receipts and disburses funds in accordance with the approved budgets and under the guidance and direction of the International Treasurer.
34. Liaises and cooperates with the Company's auditors, accountants, and legal advisers.

OTHER

35. Is the Company Secretary of MIL, keeps up to date on English Company Law, gives guidance to Directors on what their responsibilities are under the rules and regulations to which they are

subject and on how those responsibilities should be discharged and familiarises him/herself with the Memorandum and Articles of MIL.

36. Because the Directors and Officers of the Company are volunteers, most of whom are at their places of employment during regular working hours and most of whom live in areas of time zones that vary considerably from GMT, the Executive Director must expect to receive and make telephone calls at home during the evenings and at weekends
37. Travels to domestic and overseas locations as required from time to time.
38. Performs all and any other tasks or duties not specified but which could benefit International Mensa and the work of the Directors, Officers, and members and bearing in mind that no job description can detail the dedication, expertise, flair and flexibility that a responsible and prestigious position of this nature requires and expects.