

ICE Director Job Description



Insurance Collection Executives (ICE)

Advise, govern, oversee policy and direction, and assist with the leadership and general promotion of ICE and support the organization's mission and needs. Members of the board share these responsibilities while acting in the interest of ICE. Each member is expected to make recommendations based on his or her experience and vantage point in the industry. Responsibilities include:

- Organizational leadership and advisement;
- Organization of the board of directors, officers, and committees;
- Formulation and oversight of policies and procedures;
- Financial management, including adoption and oversight of the annual budget;
- Oversight of program planning and evaluation;
- Personnel evaluation and staff development;
- Review of organizational and programmatic reports;
- Helping communicate and promote ICE mission and programs to the insurance industry and billing and collection profession;
- Participating on a standing committee of the board, and serve on ad-hoc committees as necessary;
- Being alert to industry and professional concerns that can be addressed by ICE mission, objectives, and programs.
- Becoming familiar with ICE finances, budget, and financial/resource needs.
- Understanding the policies and procedures of ICE;
- Attending and participate in monthly conference calls and two face-to-face meetings annually.

Can act as a committee chair, in that capacity the responsibilities are:

- Sets tone for the committee work;
- Ensures that members have the information needed to do their jobs;
- Oversees the logistics of committee's operations;
- Reports to the full Board on committee's decisions/recommendations;
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes;
- Initiates and leads the committee's annual evaluation.

November 30, 2013