



ACTA DIRECTOR

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide ongoing support, guidance, advice and direction to the leadership of Council in the development, implementation and achievement of the strategic objectives and direction. Develop principles and procedures and advise Council leadership and participants with respect to the implementation of these principles and procedures for operating open industry forums, ensure adherence to the Council's charter, its administrative practices, issue management and organizational structure and recommend appropriate action to improve overall effectiveness and efficiency.
2. Identify and conduct detailed studies on behalf of the Council. These studies provide detailed analysis on a variety of topics that assist the leadership with strategic direction and help to ensure long term viability of the committee.
3. Work closely with the Council leadership to identify problem areas within the Council and develop and implement appropriate action plans to address these concerns. Support special projects the Council may want to undertake and present additional areas of support that ATIS may provide the committee.
4. Administer appropriate secretarial support provided to all ATIS-sponsored forums and committees. Identify specific support requirements of the Council, train staff to adequately meet those requirements and supervise the staff directly responsible for providing these services. When requested or when necessary and appropriate, assume leadership role(s) that enable progress and consensus resolutions to be achieved.
5. Develop the budget and manage the finances of the Council, including identification and development of cost recovery mechanisms and models, development of cost/benefit analysis, recommendations of dues amount alternatives and resultant impacts,

and identification of potential problems and pro-active steps to avoid such problems. Provide periodic reports on Council costs, annualize results and secure appropriate funding for secretarial support.

6. Initiate action plans that increase awareness of the Council and the issues being addressed. **Develop appropriate mechanisms such as brochures, newsletters and Part 68 web home page material that promote the value of the Council**, provide information about its mission and objectives and serve as an information resource of the Council's activities and resolutions for the industry. Also included in this effort is the development and implementation of the Part 68 web site and links to other appropriate sites (*i.e.* ATIS, TIA.)
7. **Represent and speak on behalf of the Council** at both national and international conferences, seminars and meetings as well as before the FCC and other government organizations and agencies.