



POSITION DESCRIPTION

Position Title:	Board & Executive Liaison
Position Location:	Anniston, AL
FLSA:	Exempt
Reports To:	Chief Executive Officer

Position Summary:

The Board & Executive Liaison serves as the primary administrative, logistical, and coordination resource for the Board of Directors and the Officer Team. This role is responsible for planning and supporting board and officer meetings, managing board communications and administrative requests, and providing high-level office and executive support.

This position requires a highly organized, technically capable, professional, discreet, and trusted individual who can work autonomously, anticipate needs, manage multiple priorities, and ensure seamless execution of meetings, travel, and visitor logistics. This is an on-site position based in Anniston, Alabama, with periodic domestic travel required.

Position Responsibilities:

Board & Officer Meeting Planning and Support

- Plan, coordinate, and support all Board of Directors and Officer meetings, including scheduling, agenda coordination, and advance planning.
- Prepare, compile, and distribute board packets, agendas, briefing materials, and supporting documentation.
- Coordinate all meeting logistics, including meeting space, seating, meals, travel arrangements, and accommodations.
- Set up, configure, and support audiovisual systems, virtual meeting platforms, and hybrid meeting environments.
- Provide live meeting support, including troubleshooting audiovisual, technology, and connectivity issues.
- Record, prepare, and distribute accurate meeting minutes and action items.
- Track follow-up items and assist with post-meeting coordination and communication.

Board Liaison & Administrative Support

- Serve as primary point of contact for Executive Chairman of the Board of Directors regarding administrative needs and requests.
- Serve as a primary point of contact for the Board of Directors regarding administrative needs and requests.

- Respond promptly, professionally, and discreetly to administrative and logistical requests from board members.
- Maintain board calendars, contact directories, records, and confidential files.
- Coordinate communications between board members, officers, and staff as appropriate.
- Ensure board materials and records are organized, current, and securely maintained.

Officer & Senior Leadership Support

- Provide direct administrative support to the Officer Team.
- Assist with task management, planning, scheduling, and prioritization for senior leaders.
- Coordinate executive calendars, travel arrangements, and meeting logistics.
- Support leadership initiatives, special projects, and planning efforts as assigned.
- Anticipate leadership needs and proactively address administrative and logistical challenges.

Visitor & Event Logistics

- Coordinate logistics for visiting board members, senior leaders, guests, and stakeholders.
- Arrange travel, lodging, transportation, meals, and on-site schedules for visitors.
- Serve as a point of contact for visiting individuals to ensure a smooth and professional experience.

Office & Organizational Support

- Work independently with minimal supervision while maintaining alignment with organizational priorities.
- Maintain organized electronic and physical filing systems for board and executive materials.
- Support office operations, special events, and organizational initiatives as needed.
- Uphold the highest standards of professionalism, confidentiality, and trust.

Skills & Qualifications:

Required Skills

- Exceptional organizational, planning, and time-management skills.
- Ability to work autonomously, manage competing priorities, and anticipate needs.
- Strong computer skills, including proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) and collaboration tools.
- Experience with audiovisual equipment, virtual meeting platforms, and basic configuration and troubleshooting.
- Excellent written and verbal communication skills.
- Strong task management and coordination abilities.
- Proven discretion and ability to handle confidential and sensitive information.

- Knowledge of travel logistics and strategies to effectively manage travel expense.
- Dependable, professional, and highly trustworthy.

Preferred Qualifications

- Experience supporting a Board of Directors, Officers, or Senior Leadership Team.
- Experience coordinating complex meetings, offsites, retreats, or multi-day events.
- Familiarity with nonprofit governance or executive-level administrative support.
- Previous experience in the hospitality industry (i.e., meeting planning), or as an executive assistant in a mid or large sized organization.

Work Environment, Physical Requirements & Travel

- On-site position located in Anniston, Alabama.
- Work performed in a normal work environment. Ability to lift 25 pounds is required.
- Periodic domestic travel required to support board meetings, events, or organizational needs to include pre-planning trips.
- May require occasional evening or extended-hour availability based on meetings or travel schedules.

Personal Attributes

- Proactive, calm, and solutions-focused under pressure.
- Detail-oriented with strong follow-through.
- Professional, diplomatic, and service-minded.
- Comfortable interacting with senior executives and board members.

Reports To

- Reports directly and primarily to the Chief Executive Officer.
- Further responsible to the less frequent request of the Executive Chairman of the Board of Directors.
- Interacts with Board members and Officer personnel.

Complexity Level

- Medium to High. Service oriented social skills in working with senior level executives and board members is required.

Education

- Bachelors degree in a related field is preferred (e.g., business, marketing, hospitality, communication).