



The CELA Executive Office Priorities

1. Report and work closely with the CELA Executive Committee, Board of Directors, Standing Committees, and Special Committees
2. Supervise, oversee, and collaborate with staff
3. Assist with Strategic Planning implementation
4. Assist with planning and implementing CELA's annual budget
5. Maintain relationships with allied organizations and utilize those relationships to strategically enhance the CELA's Mission
6. Oversee Annual Conference planning activities
7. Oversee fundraising efforts
8. Engage in developing other revenues
9. Oversee marketing and communications efforts
10. Coordinate and participate in Board and Standing Committee Meetings
11. Coordinate nomination and election procedures
12. Review and approve contracts for services
13. Other Duties as assigned by the Board of Directors