

WYOMING TAXPAYERS ASSOCIATION

President – Summary of Responsibilities:

The President is hired by the Board of Directors of the Wyoming Taxpayers Association (WTA) and reports to the Chairman and Officers of the Board. The President is responsible for developing recommendations to the Board for the priorities, goals, tax policies, and public positions of the Association; for government affairs and advocacy on behalf of the WTA, for administration of the staff and business of the Association; for membership liaison; for establishment of and adherence to the Association's approved budget; for coordination and implementation of fund-raising and grants. The President is a full-time employee of the Association.

Position Description:

I. Policy Development

- Facilitate development of WTA tax policy initiatives through the Board, the Policy Forum, and Legislative Committees.
- Integrate WTA's Cornerstones of Taxation into the thinking of the Wyoming Legislature, the Department of Revenue and other key policy making groups.

II. Advocacy

- Attend, monitor, report, testify, and lobby with legislative committees
- Monitor and report on state budget and tax developments
- Confer with legislators, legislative staffs, agency heads, and other tax and fiscal policy personnel and organizations regarding developments and alternatives
- Prepare the Association's summaries, research and agenda items for discussion or dissemination
- Develop and recommend policy positions and proposals to the Board
- Prepare periodic reporting bulletins such as the Tax Roundup Newsletter, e-mail Action Alerts or communications utilizing similar reporting mechanisms
- Build consensus on tax policy with local governments and others
- Be the visible head of the Association, handle all public relations matters and media contacts/interviews
- Interact regularly with public officials, other related organizations, and civic groups about tax policy and the WTA perspective and agenda
- Prepare press releases
- Organize meetings and seminars for the members and the public
- Ability to work with other Associations and groups to build coalitions on common issues
- Maintain an extensive external professional network of those involved in the making of public tax and fiscal policy in Wyoming
- Represent the Association on a number of national organizations such as the National Tax Association, the National Taxpayers Conference, the Governmental Research Association, and other similar organizations whose mission or Association engagement relates to the establishment and analysis of tax and fiscal policy
- Other duties as assigned by the Board or its Officers

III. Membership

- Recruit new members and give Board members the necessary tools to also recruit new members
- Raise membership dues and other forms of revenue necessary to operate the Association
- Conduct such advertising and publication or reporting of the Association's mission, accomplishments, policies, positions, research, etc., as appropriate

IV. Tax and Fiscal Policy Research

- Solicit new projects and opportunities consistent with Association's mission, funding and staffing
- Survey members on their research interests
- Assist members with value-adding activities, so long as such activities are not in conflict with association policies.
- Meet with public officials and other personnel/entities for feedback and input on research

V. Office Operations

- Prepare the annual operating budget for the Board's approval, monitor and report sound financial results to the Board during the year, and proactively anticipate surpluses or shortfalls, presenting alternatives adequately in advance to assure long-term solvency.
- Supervise required reporting: IRS, state agencies, etc.
- Ensure Association by-laws are up-to-date and abided by.
- Organize, supervise, and present at all board meetings, committee meetings, and the required Annual Meeting of Members in accordance to WTA bylaws.
- Administer staff employment; supervise/evaluate performance; recommend salary adjustments, promotions and terminations as appropriate; approve vacation, sick, and other time off for employees, etc.
- Supervise employee benefits plans and administration
- Lease/maintain adequate office space and equipment, where appropriate, with the prior approval of the Board
- Make recommendations to the Board regarding office facilities and technology needs

Recommended Background and Experience

- Experience in managing people and research
- Education and/or experience in economics, political science, law, or other field related to public policy
- Good quantitative skills such as applied mathematics and statistics
- Knowledge of tax policy and principles and Wyoming state and local taxes
- Good oral and written communications skills
- Knowledge of the Wyoming legislative process or such in other states
- Leadership skills, ability to anticipate research needs, able to implement change
- High personal integrity and credibility
- Ability to conceive of value-added member products and services
- Successful fundraising ability from new and existing members
- Good administrative skills
- Effective advocacy skills