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## Office Help

# Authorizing Other Non-board Positions

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In considering the possibility of authorizing additional positions (such as assistant association manager, office assistant, etc.) to assist in the day-to-day operations of the association, the board should take into account both the resources available, as well as whether if there is a need for the position.

While the board has the authority to allow for additional positions, it is the association manager who fills the positions. The board defines/approves the positions, and determines if there will be a salary and the amount. The Association Manager actually hires/selects the individual(s) per the approved budget (if salaries are involved.) It is also recommended the Association Manager develop job description(s) to be included in the association's Operation Manual.

The job description and employment application in the Association Manager Selecting/Appointing document may be helpful.

Furthermore, if additional positions are allowed for and filled, the association manager still ensures that all of the duties of his/her position are carried out.