



Position Specification

American Association of Motor Vehicle Administrators

Chief Executive Officer

OUR CLIENT

American Association of Motor Vehicle Administrators (AAMVA) is an international, not-for-profit institution that provides solutions and services to government agencies in the United States and Canada who are responsible for driver licensing, identity credentialing, vehicle registration/title services, and traffic law enforcement. Our client partners with member organizations to improve motor vehicle administration and highway safety and supports law enforcement and national security in North America.

Founded in 1933, AAMVA represents officials in all 69 states, provinces and territories in the United States and Canada, who administer and enforce motor vehicle laws. AAMVA's programs encourage uniformity and reciprocity among the jurisdictions, and its communications, training and research activities provide guidelines for more effective public service. AAMVA's membership includes 200 associate members made up of industry, local and federal government and other associations that share an interest in the Association's goals.

The Association also serves as a liaison with other levels of government and the private sector. While AAMVA is active in both national and international government affairs, this organization is much more than a conventional trade association. AAMVA provides members with state-of-the-art, mission-critical information technology and network services. For example, in support of safe drivers, safe vehicles, and secure identities nationally, AAMVA processes over 2 billion IT messages annually to facilitate interstate communication that is essential to the day-to-day business of vehicle titling and driver licensing activities.

CORE VALUES

As an organization, AAMVA believes core values are critical to individual success and effectiveness. Every staff member is expected to reflect behaviors consistent with the AAMVA culture to Coach, Appreciate, Respect, Empower, and Support one another while maintaining:

- ❖ Integrity and honesty in every interaction.
- ❖ Full accountability for individual behaviors.
- ❖ Customer service that is professional, responsive, and positive.
- ❖ Innovation and creativity in planning and problem solving.

POSITION SUMMARY

The President & CEO (CEO) facilitates and manages the Association's work to enable member collaboration in developing best practices and model programs that meet the priorities of AAMVA's [Strategic Framework](#). The CEO ensures the integrity of AAMVA's federal contracts management and supports the Association's state of the art technology network that connects its members.

REPORTING

The position reports to the AAMVA Board of Directors with oversight from the Board Executive Committee. The CEO has the following direct reports:

- Senior Executive Assistant to the CEO
- Vice-President, Finance and Chief Financial Officer
- Senior Vice-President, Technology and Chief Information Officer
- Vice-President, Member Services and Public Affairs
- Vice-President, Business Solutions
- Vice-President, Human Resource & Organizational Development

RESPONSIBILITIES

The CEO oversees the general business and operations of the Association, facilitating effective Board governance, providing fiduciary oversight, and ensuring compliance and risk management are practiced across AAMVA and its subsidiaries. They lead executive staff to ensure responsible financial management, organizational effectiveness, effective IT network relevance and service delivery and member-focused engagement.

Organizational Leadership and Strategic Development

- Establish a close and highly credible working relationship with the Board of Directors and senior management team.
- Brings a servant-leader style, with the requisite humility and openness in embracing the team and modeling respect for others.
- Lead by example with an ethical, empathetic, and positive approach.
- Further fosters a collaborative culture of accountability and empowerment within the association.
- Cultivates a capacity for self-reflection in the spirit of continuous improvement.
- Advises the Board on assessing and monitoring AAMVA's relevance to membership, its effectiveness, and its results.
- Provides guidance and direction for AAMVA's executive team. Strengthens capabilities to support opportunities for strategic development and future growth opportunities in information technology and member services.
- Provides strategic leadership and direction for the development of AAMVA's policies, resource management strategies, procedures and operations across all departments and functions.
- Communicates AAMVA's values and strategic direction throughout the entire organization as well as its membership.

Governance

- Advises the Board on governance issues and on committee functions and responsibilities and periodically evaluates their performance and relevance.
- Consults with the Board on long-range strategic issues.

Process and Technology

- Oversees the distribution of timely knowledge, information, and services to its membership.
- Collaborates with AAMVA's Senior VP for Technology in the development and operation of cutting-edge information technology services, tools, and processes necessary for the AAMVA membership to achieve maximum productivity at reasonable cost.
- Leverages and manages the information technology capability of AAMVA for new business opportunities in both the State and Federal sectors.
- Ensures program quality and organizational efficiency through developing and implementing standards and controls, systems and procedures, and performance measurements.

External Relations and Communication

- Represents AAMVA at conferences and other significant meetings that benefit the association.
- Ensures that the organization's public voice, tone and style are consistent with its mission, image, and objectives.
- Represents the organization externally to communicate organizational goals, through media interviews, leadership within the community and public speaking before key audiences.
- Builds productive relationships with strategic external partners and customers; sustains and grows support for the organization from supporters and other external stakeholders.

Budget and Finance

- Oversees the fiscal activities of the organization including budgeting, reporting, audit, investments, technology, and capital improvements.
- Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining a high level of quality.
- Works with the Board, Chief Financial Officer and Finance, Audit and Investment Committee to maintain the organization's financial viability and compliance.

Legal and Regulatory

- Oversees the filing of all legal and regulatory documents and monitors compliance with applicable laws and regulations.
- Ensures that government contracting, and procurement requirements are met.

Human Capital Management

- Commits to a work environment that effectively recruits, manages, develops, evaluates, supports, and retains quality staff.
- Ensures systems are in place and resources are provided for staff development and succession planning.
- Ensures that AAMVA offers competitive and cost-effective compensation and employee benefits.

QUALIFICATIONS

Fully qualified candidates will have 10 years of progressively responsible experience leading and managing a complex professional not-for-profit association or business/government organization. Specific qualifications include:

- Leading an organization in developing, implementing, and communicating vision, mission and goals and measuring and monitoring results.
- Managing or leading an organization with significant federal contracting and IT service responsibility
- Budgeting and financial management and investment oversight.
- Association management and/or management of a complex private or government organization.
- Leading high-performing executive staff to develop and implement strategic initiatives that align with member expectations.
- Articulating and presenting interests to members, associate members, industry and government partners and other groups.
- Determining, developing, and delivering member services and member relations and relationship building with other key constituents/communities.
- Providing guidance, facilitation and governance support to not-for-profit boards and working for a board of directors.
- Demonstrating knowledge of the legislative and regulatory framework.
- Displaying excellent internal and external communication skills, including presentation skills.
- Possessing knowledge of the administration and understanding of the motor vehicle, driver licensing, identity and highway and traffic safety communities of interest.
- Ability to travel extensively to conferences, meetings, workshops, and other events where AAMVA benefits from the CEO's presence.

EDUCATION

- Bachelor's degree in a relevant field or an equivalent combination of education and experience is necessary, a master's degree is desirable.

CONTACT:

Craig M. Stevens
Managing Partner and Chairman
Boyden
703-727-0110
cstevens@boyden.com

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