**OCA ED Interview Questions**

**2011 SDCA Executive Director Interview Questions**

1. The OCA Executive Director must have good organization skills. Tell us about your organization abilities.

2. What computer programs have you worked with? How would you use your computer skills in this position? (website design, development, etc.)

3. Have you any experience working with an association? Experience in working with a volunteer Board of Directors and/or non-profits? If so, tell us about that experience.

4. What strengths/areas to improve do you have that would be a benefit to this position?

5. We are an association of 1000-ish members. As with all associations we are always looking to add value to our membership. What ideas would you have that could increase membership value.

6. Tell us about your leadership experience; leadership style

7. Is there any special training that you think you might need before taking on this position?

8. This is a part time position. What thoughts do u have around how would manage your other employment responsibilities and time?

9. Why would you want a position like this? **(1st question)**

10. What experiences have they had with doing financial statements, IRS tax reports, and general accounting? (Managing a budget)

11. Working with people who are volunteers can be challenging. How would you motivate volunteer leaders who are not following through on tasks?