

# **Executive Director**

## **PURPOSE**

The position of Executive Director was created in order to meet the need for closer coordination and greater continuity in obtaining Trade Show and Convention facilities, meeting long-range goals and assisting with Association policy.

## **APPOINTMENT**

The Executive Director will be hired by the Executive Committee of the Association. Payment will be set by the Executive Committee. The Executive Director will be responsible to the President and will be a member of the Executive Committee, without voting privileges. Termination of this agreement by either the Executive Committee or the Executive Director requires a 30-day advance written notice citing the reason for this action.

## **PERFORMANCE**

If at any time a member of the Executive Committee feels that the Executive Director is not doing the required job, the Executive Director should be asked for an explanation.

## **DUTIES**

1. The Executive Director will be responsible for negotiating for the facilities along with the President or an officer appointed by the President, for the biennial Trade Show and Convention at a cost to the Association as approved by the Executive Committee.
2. He will coordinate with the Convention Chairman to assure that Trade Show space, meeting rooms, storage, phone, lights, platforms, special meals, banquet menus, party rooms, etc. are covered in the facilities agreement.
3. He will be responsible for negotiating a contract with the decorating company along with the President, or an officer appointed by the President for Trade Show booths and other areas at a cost to the Association as approved by the Executive Committee.
4. He will be responsible for negotiating a contract for security at a cost to the association as approved by the executive committee.
5. It will be the responsibility of the Executive Director to see that all contract agreements have been properly met.

6. The Executive Director will serve as Trade Show Manager along with the appointed Trade Show Chairman. The Executive Director, at the discretion of the Executive Committee, will be responsible for obtaining exhibitors for the Trade Show, with adjustment for compensation.
7. He will attend all Board meetings unless excused by the President.
8. He will serve as a consultant to the Exhibition Chairman.
9. The Executive Director will store and ship upon request exhibition support equipment and keep the equipment in working order at a cost to the association.
10. He will maintain an inventory record of all SEPPA equipment for insurance purposes.

### **ADMINISTRATIVE RESPONSIBILITIES**

1. The Executive Director will serve as a day-to-day correspondent in the name of SEPPA at the direction of the President or some other officer.
2. He will be a contact with the PPA in such matters as ordering merits and other routine communications with the International association.
3. The Executive Director will be responsible for arranging travel for speakers and judges at a cost to the association.
4. He will assist the Hospitality Chairman in providing hospitality for speakers and judges, such as coordinating arrivals and arranging transportation.
5. He will order plaques, ribbons, gifts, and etc. for convention presentation.
6. The Executive Director will prepare the agenda for board meetings at the direction of the President.
7. He will maintain a permanent file of minutes and will be custodian of historical records of the association.

### **FINANCIAL RESPONSIBILITIES**

1. The Executive Director shall serve as permanent bookkeeper of the association to handle disbursements and maintain accurate records of the financial affairs of the association.
2. Disbursements shall be made only by approval of two officers of the association designated for this purpose (normally the President and Secretary-

Treasurer) or the appropriate committee chairman and the Secretary-Treasurer. Disbursements shall be only in accordance with the operating budget. Items over budget will require Executive Committee action. He shall have authority to automatically pay properly documented invoices for all purchases not to exceed \$100.

3. The Executive Director shall receive all monies of the association and keep records of income origination (Trade Show, Print Exhibit, Registration, Sponsorship, etc.).
4. Upon his recommendation and at the direction of the Executive Committee he shall select banks for the deposit of funds. An interest-bearing checking account is maintained with operating capital and reserve funds deposited in savings account or other longer-term guaranteed investments yielding better interest. Accounts may be moved only by the direction of the Executive Committee.
5. He shall diligently monitor accounts so that unused funds do not lay idle in accounts bearing less interest.
6. All ledgers shall be kept current and monthly statements issued to the Executive Committee. Quarterly statements shall be mailed to the Board of Governors. Year to date statements shall be prepared for all executive committee and Board of Governors meetings.
7. Fiscal year is June 1 to May 31. The Executive Director shall prepare all financial statements and hire a CPA to make a compilation report. He shall consult the CPA and make recommendations to the Executive Committee concerning improvements in financial accounting and budgetary operation of the association.
8. He shall file tax returns as required by the Internal Revenue Service and GA Tax Commission (state of incorporation).
9. He shall be prepared to handle all financial obligations of the association at conventions, affiliated judgings, Board of Governors and Executive Committee meetings. Reimbursement vouchers require signature of appropriate committee chairman and Secretary-Treasurer or two designated officers.
10. The office shall be bonded at the expense of the association.