

# **ILLINOIS MUSIC EDUCATORS ASSOCIATION EXECUTIVE DIRECTOR**

## **CONSTITUTIONAL JOB DESCRIPTION (Bylaw V, Section 1)**

The Executive Director shall be selected by the Executive Committee with the approval of the Board of Directors. The duties and compensation of the Executive Director shall be determined by the Board of Directors and the Executive Committee and a job description and contract shall be renewed annually and (1997) filed in the State Office of the Association.

## **EXECUTIVE DIRECTOR RESPONSIBILITIES**

The execution of daily activities of IMEA shall be vested in the office of Executive Director. The Executive Director shall be a non-voting member of the IMEA Board of Directors and serve as an ex-officio member of all committees. The Executive Director shall assume control of the funds of the organization, subject to direction by the Board of Directors and shall be bonded in the amount established by the Board.

The Executive Director shall conduct the business of IMEA in accordance with the Constitution and Bylaws adopted Policies and Procedures, and, in all matters, be under the direction of the IMEA Board. The Executive Director shall hire an assistant to perform delegated responsibilities.

In addition to the specific duties listed, the Executive Director shall fulfill other duties assigned to that office or as directed by the IMEA Board of Directors.

## **DUTIES RELATING TO OPERATIONS**

1. Execute all decisions of the IMEA Board and committees as directed by the Board.
2. Maintain close communication with the IMEA President.
3. Maintain responsibility for the operation of the IMEA State Office and serve as custodian of all IMEA owned property.
4. Exercise responsibility for seeing that the operations and activities of IMEA are in compliance with all state and federal laws and procedures.
5. Maintain adequate amounts of insurance on all association owned property, liability insurance on association-sponsored activities, conference cancellation insurance and Directors and Officers liability insurance.

## **DUTIES RELATING TO FINANCE**

1. Collect all monies due the IMEA and deposit same on a timely basis into accounts authorized by the IMEA Board; pay all bills and demands against IMEA as authorized by the approved budget or otherwise authorized by the Board; keep adequate record of all receipts and disbursements, using commonly accepted bookkeeping procedures which shall be subject to examination by the Board at all times; exercise responsibility for seeing that all disbursements remain within the authorized budget.
2. Prepare an annual budget for state office operations and receive all budget requests, which shall be submitted to the Finance Committee for action and recommendation to the full Board. The Executive Director shall be an ex-officio member of the Finance Committee.

3. Execute all contracts and commitments made on behalf of the IMEA as authorized by the Board of Directors.
4. Prepare an Annual Financial Statement at the close of the fiscal year to be presented to the Board of Directors.
5. Exercise responsibility for filing all financial and tax reports as required by the IRS or other agencies and for the preparation of an annual full audit.
6. Determine the amount of IMEA funds deemed in excess of normal operational needs, if any, and invest these funds into vehicles that will earn a reasonable rate of return.

### **DUTIES RELATING TO PUBLICATIONS**

1. Arrange for the printing of all IMEA materials, forms and documents.
2. Work closely with the Editor of Publications in setting editorial policy, practices and schedule.
3. Write a column as necessary or desirable for the state magazine and/or newsletter.
4. Collect and maintain a library of all IMEA publication.

### **DUTIES RELATING TO SUPPORT SERVICES**

1. Keep, or cause to have kept, accurate minutes of all official meetings and distribute copies to Board members.
2. Maintain a file of reports and activities of all Districts, Divisions and Committees.
3. Prepare the agenda for all meetings of the Board, in cooperation with the President.
4. Distribute notices of meetings to all persons expected to be in attendance at those meetings.
5. Answer, in prompt and efficient manner, all correspondence directed to the office.
6. Maintain an adequate supply of stationery, certificates, forms and other office supplies as needed.
7. Maintain all office files necessary to accomplish and document IMEA activities.

### **DUTIES RELATED TO ANNUAL STATE CONFERENCE**

1. Exercise responsibility for the overall arrangements and operation of the annual Conference.
2. Negotiate and execute all contracts for conference and conference site, meeting facilities and hotels.
3. Conduct all business with hotels, establish "master accounts" and designate persons authorized to sign and assign the use of complimentary rooms.
4. Arrange for all food functions making it clear that other organizations are not the financial responsibility of IMEA.
5. Make hotel reservations for all Board members, clinicians and others, as directed.
6. Coordinate housing through the Convention Bureau.
7. Arrange for the execution of all matters pertaining to exhibitors.
8. Prepare all IMEA programs for printing and distribution.
9. Exercise responsibility for all phases of convention registration.