

## **The National School Plant Management Association**

**Goal:** Develop language in the NSPMA bylaws and strategic plan that supports a volunteer Chief Executive Officer/Executive Director for the association.

**Objective:** Promote a visionary leader that can move the association forward and manage the day-to-day operations of the organization.

### **Job Description Chief Executive Officer/Executive Director NSPMA**

#### **Duties and Responsibilities**

- Provide overall management of the organization including fiscal and budgetary control, strategic planning, marketing, administrative direction and personnel supervision. Assist the Board to develop, adopt and evaluate organizational goals and objectives, and develops strategic short and long-term plans. Assure the organization has a long-range strategy, which achieves its mission, and checkpoints, which establish consistent and timely progress.
- Serve as the chief executive of the association, overseeing all day-to-day administration and routine work of the organization.
- Make suggestions for the Operations and Policies Manual and maintains the Manual, making it available upon request.
- Shall have all of the privileges of the Executive board members to include voting privileges except for on fringes, salaries, or other benefits associated with the position served in.
- Provide guidance to staff and volunteers to ensure roles and responsibilities are defined within a healthy organization. Encourage staff and volunteer development and education, and assists planning staff in relating their specialized work to the total program of the organization. Maintain a climate that attracts, keeps, and motivates a staff of quality people.
- Work closely with the association's secretary/treasurer in the development and recommendation of the association's budget.
- Coordinate future conference sites and conference oversight.
- Collaborate with the conference planner on the annual conference and trade show/expo.
- Represent NSPMA at legislative hearings, meetings with governmental agencies and officials.
- Develop and maintain liaison activities with other associations such as ASBO International, CEFPI and The National School Board Association.
- Oversee the receipt and processing of membership applications and maintains master membership files.
- Develop programs, products and services, which enhance the value of individual's memberships.
- Participate in monthly NSPMA meetings and sub-committee meetings.

- Coordinate maintenance and supervision of the NSPMA website
- Coordinate public education, policy development and advocacy efforts.
- Solicit fundraising for operating cost and programs, preparing and administering funding proposals and establishing and maintain strong relationships with organizations, foundations and corporations.
- Serve as chief spokesperson and representative for the organization's mission and philosophy with the public, the press, other organizations and public agencies
- Coordinate the organization's work with state, regional and national organizations to achieve the policy and fundraising goals of this organization.
- Prepare board agendas and materials for Board meetings and Board committees, in consultation with the President, Executive Board and chairs of committees.
- Supervise administration of the organization's grants and contracts.

### **Contingents**

- The Executive Board of Directors may approach candidates for this position. A recommendation of appointment may be made with the consensus of the executive board to the President. The president shall only make the appointment.
- The Executive Board of Directors will review the position of CEO/Executive Director yearly. The period of service will be from July 1 to June 30 each year. The position will serve on a voluntary basis.