

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 oversight 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 with board approval.
- 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 president, secretary/treasurer in the development and recommendation of the association's budget.
- Collaborate and coordinate with the conference planner future conference sites and annual conference and trade show/expo oversight with board approval.
- Represent NSPMA at legislative hearings, meetings with governmental agencies and officials with board approval.
- 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 with board approval.
- 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 with board approval.
- Solicit fundraising for operating cost and programs, preparing and administering funding proposals and establishing and maintain strong relationships with organizations, foundations and corporations with board approval.
- 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 with board approval.
- 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 with board approval.

Contingents

- A recommendation of appointment for the executive director/CEO may be made with the consensus of the executive board to the President. The president in consultation with the executive board shall make the recommendation to the full board for appointment.
- The Executive Board of Directors will review the position of CEO/Executive Director yearly and make a recommendation for continued service or termination. The period of service will be from July 1 to June 30 each year. The position will serve on a voluntary basis.