

### **Opening for SHAPE Washington Executive Director**

We are excited to move forward with hiring a SHAPE Washington Executive Director.

A letter of interest, 3 phone references, and CV/Resume are due to SHAPE Washington President, Toni Bader by May 24th.

Toni's email is tonibader24@hotmail.com

(Once your letter of interest, 3 phone references, and CV/Resume are submitted, you will receive an email confirmation.)

Interviews will be set up for the week of May 30th.

More information about the Executive Director job description is on shapewa.org

The Interview Committee will consist of at least five (5) SHAPE Washington board members including members of the Executive Committee.

### **Executive Director Qualifications**

- Shall be a current member of SHAPE Washington and SHAPE America.
- Shall have been a member of SHAPE Washington for at least five consecutive years.
- It is recommended to have been a member of the SHAPE Washington Board.
- It is recommended to have attended at least two of the last 8 SHAPE Washington conventions.

### **Hiring and Exit Plans**

- A call for applicants or nominations shall be posted on the SHAPE Washington website and sent by email to all members prior to the beginning of the selection process. A letter of interest, 3 phone references, and CV/Resume from interested applicants shall be submitted to the President by a date selected by the Executive Committee.
- The Executive Committee shall convene a committee in which to interview Executive Director candidates. The Interview Committee will select the Executive Director by a majority vote. The appointment is effective until such a time that the Executive Director resigns or is released.
- Annual Salary of \$17,000 and an additional \$6,000 to be used for expenses.

### **General Duties**

- Work collaboratively with the Executive Committee, Board, members, and affiliates in advancing the mission of SHAPE Washington.
  - Attend Executive Committee meetings, Board of Directors meetings, SHAPE Washington business meetings, Western District meetings, state conferences, and all other meetings pertaining to the role of the Executive Director.
- Provide leadership and continuity for all SHAPE Washington goals and operations.
- Perform additional specific responsibilities as spelled out in the operating codes and the Executive Director contract.
- Prepare email or mailings for reports to the Executive Committee or Board as requested.
- Communicate with other Executive Directors around the country to gain ideas and expertise to bring back to SHAPE Washington and the Western District.
- Advertise, promote, and encourage an inclusive community and advocate the vision and mission of our organization.
- Create a newsletter to be emailed to the membership monthly.

### **Professional Responsibilities**

- Prepare reports, lists, and information as requested.
- Support SHAPE Washington, SHAPE America, and Western District committee work.
- Attend SHAPE Washington, SHAPE America, and Western District committee meetings when invited.
- Update SHAPE Washington, SHAPE America, and Western District committees on current happenings.
- Serve as contact for both SHAPE America and the Western District of SHAPE America.
- Advise the President-Elect on the SHAPE America Leadership Development Conference.
- Participate in the Society of Association Management (SAM) conference, an affiliate of SHAPE America.
- State Department of Education

- Work with OSPI and PESB to promote Health and Physical Education throughout the state.
- Attend OSPI and PESB meetings when appropriate.
- Other Agencies
  - Work with other allied agencies, and other related partner groups and agencies.
    - SAM Leadership Development Conference, Western District conference, the SHAPE America Convention as a delegate of SHAPE Washington and other agencies as needed.

### **Administrative Duties**

- Handle correspondence.
- File reports and fill out forms as required:
  - OSPI clock hours every June.
  - Tax prep.
  - Process insurance contracts for bonding and liability.
  - Submit an annual report of activities at the annual state convention.
- Coordinate all mailings (postcards etc.) and emails about the state conference, workshops and other conferences.
- Coordinate with direction from the President the board meetings, Executive Committee meetings, retreats, and agendas.
- Review bylaws, and policies and make suggestions for possible revisions (must be voted on by the membership).
- Keep up-to-date files of the policies of SHAPE Washington in the form of the constitution, resolutions, reports, and minutes.
- Assist the President and Board in assuring that projects are carried over from year to year and ensure continuity and progress.
- Serve as a member of the Executive Committee and the Board.
- Work on special projects as assigned by the President and Board.

### **Membership**

- Maintain all membership information using Wix.
  - Maintain up to date membership records.
  - Create membership labels for journal mailing.
  - Respond to all questions about membership.
- Promote and implement strategies to increase membership.
  - Analyze membership and research membership trends.
  - Analyze other membership lists for potential members.
  - Advocate for and recruit new members.
- Assist the President Elect with board nominations and the awards chair with TOY, Emerging Leader, and other nominations.

### **Public Relations**

- Assist the Board with their efforts to raise the public's awareness of the goals and programs of SHAPE Washington.
- Assist the journal editor with securing advertisement for the journal.
- Investigate financial sponsorship possibilities.
- Use the SHAPE Washington display at other conferences as directed by the Executive Committee and Board.

### **STATE Conference Planning**

- Pre-Conference Planning
  - Arrange for the speaker and exhibitor contracts, schedule facilities, and organize presentations and room assignments.
  - Upon receiving the speaker confirmation from the Executive Committee, arrange for the contract, schedule, and facilities for the speaker.
  - Print and mail or email all pre-registration materials.
  - Coordinate with the Executive Committee the conference theme and logo.
  - Reconfirm all facility arrangements and contractual agreements.
  - Assist the exhibitor coordinator with the exhibits for the conference.
  - Coordinate with the Past President all audio-visual equipment for the conference.

- Arrange clock hours (and college credit if asked for) for the conference.
- Arrange ongoing registration materials and make all deposits for the conference.
- Order registration materials including packets, badges, lunches, name tags etc.
- Registration
  - Receive, coordinate, and process all registration information including clock hours, name tags, etc.
  - Print out attendees names for the registration table.
- On-Site Operations
  - Plan with Past President coordination of registration procedures such as:
    - Packet preparation and distribution.
    - Participant registration.
  - Coordinate a volunteer help sign-up sheet.
  - Assist exhibitor coordinator with the exhibitors
- Post Conference
  - Complete all financial reports:
    - Purchase-order billings and invoices.
    - Update membership list on journal and Wix.
    - Compile conference evaluations and provide recommendations for the next conference.
    - Follow up with vendors, exhibitors, etc. with invoices and payments.

### **Bookkeeping Duties**

- Pay outstanding accounts within budget line items.
- Maintain an accurate set of books for the Executive Committee and Board.
- Prepare a budget report for each board meeting and annual SHAPE Washington conference.
- Submit required tax and other essential monthly, quarterly, and annual reports to appropriate state and national governmental agencies (use SHAPE America or current tax representative).
- Notify the treasurer when it is necessary to transfer funds between accounts.
- Deposit checks and cash receipts in a timely fashion.
- Create and save paper copies for all financial transactions and communications.
- Oversee the collection of dues, registration fees, and sales income from all SHAPE Washington functions.
  - West Best, East Best, Adapted, Health, workshops, etc.
- Submit a written report on all approved contracts and services provided for other organizations/groups at each Executive Committee meeting.
- Secure an external audit of all SHAPE Washington financial records as requested by the Executive Committee.

### **New and Current Contracts**

If the Executive Director receives a contract for any type of organizational work, the Executive Director shall:

- Provide a complete copy of the contract and any accompanying documents to the Executive Committee for review.
- Meet with and discuss the contract and any accompanying documents with the Executive Committee to alleviate any conflicting interests that SHAPE Washington has with on-going contracts.
- Obtain the Executive Committee's recommendations, suggest changes and renegotiate the contract if necessary.
- Obtain the signature of SHAPE Washington's President, which gives approval and acceptance of the contract.
- Provide a complete copy of the approved contract and any accompanying documents to the Executive Committee to review for 'Conflicts of Interest' before signing any type of contract or agreement.
- Submit a written report on all approved contracts and services provided for other organizations/groups at each Board meeting.