

MONTANA SCHOOL COUNSELOR ASSOCIATION
EXECUTIVE DIRECTOR JOB DESCRIPTION

Salary: \$18,000/year with bonus option

Hours per week: 14 hours

Subject to annual review by Board of Directors. Contract renewed on a year to year basis.

Executive Director: The Executive Director will manage the operations of the association in collaboration with and subject to the Ends Goals established by the Board of Directors. These operations will include but not be limited to the following:

- A. Primary and continuous contact for the organization, with emphasis on member services.
 - 1. Shall serve as a permanent registered official for MSCA.
 - 2. Shall provide a permanent mailing address.
 - 3. Shall attend all Board of Director meetings, MSCA conferences, and ASCA Leadership Development Institute.
 - 4. Shall be the primary contact for member requests or website inquiries.

- B. Collaboration with Board of Directors.
 - 1. Shall serve as a non-voting member of the Board of Directors.
 - 2. Shall develop a strategic plan in collaboration with the Board of Directors based on MSCA Ends Goals.
 - 3. Shall serve as parliamentarian at all Board of Directors meetings.
 - 4. Assist in the coordination and delivery of MSCA leadership development.
 - 5. Shall review by-laws and the policies and procedures annually and recommend revisions to the Board of Directors.
 - 6. Shall provide a quarterly report of operations and fiscal status of the organization to the Board of Directors.
 - 7. Shall provide a comprehensive annual report to the Board of Directors two weeks prior to the Spring membership meeting. This report will be presented by the Executive Director at the membership meeting.

- C. Member Services and Professional Development
 - 1. Collaborates actively with Standing Committee Chairs to achieve operational goals of organization. With special emphasis on:

- a. Manage operational aspects of spring conference and school counseling track of educator conference. This includes hotel/venue contracts, sponsorships, and exhibitor recruitment, financial management, and website logistics, keynote speaker contracts and communications. This will be done in collaboration with the Board of Directors and Professional Development Committee.
- b. Ensure OPI renewal units and state licensing board CEU's for LCPC, LMFT, or LCSW credit.

D. Advocacy and Public Relations

1. Shall maintain active and consistent communication with OPI, SAM, MASP, MFPE, MCAN, MACTE, MPSEOC and other stakeholders to voice the concerns and efforts of Montana School Counselors.
2. Write articles for member newsletters on a regular basis and coordinate submissions by guest writers.
3. Contribute to the monthly Board Chair email
4. In coordination with the Board of Directors and Membership Committee, recruit, develop and sustain members.

E. Financial Management

1. Shall work with the Finance Committee of the Board of Directors to create an annual budget.
2. Coordinate with contracted accountant to ensure the following:
 - a. Annual tax filing
 - b. Annual filing of report for 501c3 status
3. Shall function as Treasurer of organization, including:
 - a. Management of finances on website ie. monitor member dues.
 - b. Payment of conference and other association expenses including reimbursement to Board members for travel.
 - c. Shall manage and maintain financial transactions including but not limited to weekly record keeping of credits and debits, reconciling bank accounts, and managing monthly, quarterly, and annual bills and statements.
 - d. Pay and file quarterly, monthly and/or annual payroll taxes
 - e. Manage savings investments.
 - f. Engage in generation of revenue including but not limited to grant writing, sponsorship, membership recruitment, and website advertising.

F. Records Management

1. Shall organize, maintain and store archives of MSCA in Google Drive.
2. Shall collect quarterly data on membership trends and activity and present to the Board of Directors.

G. Website Management

1. Shall update the MSCA website content at least monthly.
2. Shall manage event pages on website and associated credit card processing.
3. Shall manage advertisements on the website.
4. Shall review website host contract annually.
5. Shall work with the Marketing and Technology Committee to ensure that website content is relevant and current.