

# **EXECUTIVE DIRECTOR**

## **1) Chief Financial Officer (CFO)**

- a. Works with the Treasurer to prepare, analyze and make recommendations to the Executive Committee concerning the annual budget.
- b. Works with Treasurer to ensure that taxes and bills are paid within one week of receipt of invoice.
- c. Works with Treasurer to maintain, complete and update financial records.
- d. Works with Treasurer to prepare and file tax forms and reports by due dates to appropriate agencies, i.e., Secretary of State, AAHPERD, IRS.
- e. Works successfully as the CFO of the organization who evaluates the direction of the organization based on expenditures and makes recommendations for future investments.
- f. Copies, records, and forwards deposits and all financial information to the treasurer within one week of receipt. The CFO will indicate which line item or appropriate account for the treasurer.
- g. Provides monthly budget report via email to the Executive Committee to review.
- h. Responsible for scheduling and soliciting non-affiliated financial agencies for an annual audit. Auditors to be chosen by the Executive Committee.
- i. Collaborates with Treasurer and submits all financial information for annual audit.

## **2) Membership**

- a. Maintains an accurate member database including COAHPERD & AAHPERD Identification numbers, complete contact information of life members, past members, mutual members of AAHPERD, AHA, and convention exhibitors and presenters.
- b. Updates and maintains all membership forms (online and hard copies).
- c. Provides membership information and list of benefits to prospective members.
- d. After convention contact those who did not renew their COAHPERD membership.
- e. Communicates with members at least once monthly via email (with prior approval by at least 1 Executive Committee member) and on the web (COAHPERD, news, Professional Development opportunities, information from Central District, AAHPERD).
- f. Works with Executive Board to develop strategies for maintaining members.
- g. Collaborate and designs marketing plan to recruit new members with the Executive Board and its divisions.
- h. Secure space and facilitators for public relations opportunities throughout the state. Provide membership information, registration forms, banners and display items for various conferences and professional development opportunities and AAHPERD related functions.
- i. Sends current membership list to Executive Committee every 6 months, beginning after the convention for backup and update on number of renewals.

## **3) National/Central District Contact/Liaison**

- a. Send required reports and COAHPERD sponsored events to Central District and AAHPERD by due date to ensure they are posted on their respective website.
- b. Send forms, timeline dates and all protocol to all state award winners for the National Teachers of the Year by July 1st. each year.
- c. Solicit recognition award nominations for Central District and AAHPERD awards from each COAHPERD division.
- d. Maintain membership of Society of State Directors.
- e. Maintain AAHPERD membership (paid for by COAHPERD).
- f. Attend Leadership Development Conference meetings; attend all Society of Association Management (SAM) meetings, joint meetings- of State leadership and Central District meetings, and AAHPERD meetings.
- g. Provides written and verbal reports of all SAM meetings, with implications for COAHPERD at the next immediate board meeting.
- h. Provides an annual summary of tasks completed to the board at the May meeting.

#### **4) Communications**

- a. Works with Executive Committee to keep membership forms updated and available.
- b. Works with Recognition and Executive Committees to keep award nomination process up to date (including forms).
- c. Writes articles and collects relevant information to submit to each newsletter.
- d. Informs COAHPERD members when the online newsletter is available via email blast within 1 week of being posted on the website.
- e. Works with webmaster and Newsletter Editor to ensure all documents are approved by the president or designee prior to being posted within one week of receipt.
- f. Collaborates with the webmaster to ensure that website is accurate and current on a monthly basis.
- g. Order and distribute letterhead and envelopes as requested by a member of the Executive Board.
- h. Responds to all e-mail, phone messages, written correspondence and forwards relevant information to the appropriate Executive Board members within 48 hours, unless extenuating circumstances.
- i. Ensure that all reports and agenda items are sent to the Executive Board 1 week prior to each board meetings.
- j. Informs Executive Committee of schedule, availability, vacations, and prior major obligations monthly.
- k. Works with Executive Committee to facilitate the goals and mission of COAHPERD.

#### **5) Advocacy**

- a. Collaborates with Lobbyist monthly to promote COAHPERD.
- b. Attends and represents COAHPERD at the following events: Healthy Schools Summit, Denver Public School Summer Institute and other events as needed. If unable to attend said events, select and secure a COAHPERD representative at least 2 weeks prior to the event with Executive Committee approval.
- c. Establishes and maintain contact with related professional associations: Colorado Department of Education, American Heart Association, Parent Teacher Association and all other partnerships and submits a report at the next immediate board meeting.
- d. Promote and represent COAHPERD's mission and strategic plan of the organization.

#### **6) Executive Committee Member/Advisor**

- a. Attends all Executive Board meetings, special meetings, Executive Committee meetings and supports board initiatives. If unable to attend said meetings, notify the Executive Committee 1 week prior to the meeting.
- b. Supports the work of divisions and standing committees: advocacy, awards, oversight, professional development, convention by providing and compiling all materials related to each committees objectives.
- c. Mentors and provides support to Executive Board members by supplying and reviewing each positions' operating codes and responsibilities.
- d. Completes annual self-evaluation.
- e. Participates in the evaluation of other COAHPERD executive board positions.
- f. Performs duties in a professional manner per contract evaluation with a proficient score.
- g. Implements the convention and the strategic plan timelines according to COAHPERD By-Laws and Op-codes.
- h. Oversee activities of divisions including meeting reports and workshops.

#### **7.) Convention and other sponsored events.**

##### **Overall**

- a. Support the work of Convention Committee and the Convention Manager as needed.
- b. Transport and acquire storage for all COAHPERD supplies: registration, meal tickets, AV, banners, name tags, signage and display materials, etc.
- c. Works in conjunction with the convention manager to finalize contracts, meals, meeting space & room set up, exhibitor space, AV rental, Banquet Event Orders (BEO) and final billing.
- d. Collaborate with convention committee to create convention evaluation form and have it completed by

the 4th Executive Board meeting.

- e. Send evaluation e-mail to convention attendees within 1 week of convention.
- f. Send a 2nd email reminder to return the convention survey during the 2nd week following convention with a deadline.
- g. Compile results of convention evaluation into a workable spreadsheet that the convention committee can utilize by the second annual board meeting.
- h. Order end of the year convention gifts for COAHPERD Board as determined by the President.
- i. Give post convention report including attendance, financials, and feedback to Executive Board at the 2<sup>nd</sup> annual meeting.
- j. Notify insurance company a minimum of 1 week prior to the convention and other sponsored events.
- k. Collaborate with Convention Manager and provide the hotel accurate meal counts prior to the contracted due date.
- l. Collaborate with Executive Committee and Convention Committee to negotiate final speaker contracts.
- m. Coordinate out of state speaker transportation to and from convention site as per contract.
- n. Collaborates with Convention Manager and Past President to ensure convention registration materials are ready.
- o. Collaborates with Convention Manager and Recognition Chair to ensure convention registration brochure, program book and Awards Banquet program are ready for distribution.

### **8.) State COAHPERD Awards**

- a. Works with the Executive Board to solicit nominations and to set nomination deadline.
- b. Facilitates and compiles nomination information for the Recognition Committee (current President, President Elect, Immediate Past President, and Recognition Committee) to select recipients.
- c. Sends award letters to winners and nominees within 1 week of the committee's selections. Ensure requests for award winner photo and information for Convention Program, Awards Banquet Program and power point presentation are secure. Ensure that the Recognition Chair solicits and sends press release to award winner recipient's hometown paper and to the webmaster to put on the COAHPERD website.
- d. Creates and updates the historical database of Award Winners for the archives to be submitted to the webmaster within 1 week of the Awards Committee's selection.
- e. Maintains a current awards banquet database for award winners meals, complimentary guest meal, paid guests meals, and deliver the count to the Convention Manager 1 week prior to the convention.
- f. Secures the award winner commemorative award 3 weeks prior to the convention.
- g. Collects Award Banquet Program and script from the Recognition Chair to be reviewed by a member of the Executive Committee and submit to printer 3 weeks prior to the convention.
- h. Ensures that a member of the Recognition Committee creates a PowerPoint presentation for the awards banquet.
- i. Communicates with Central District and AAHPERD to send Teacher of the Year information and additional award winners to National Association.

### **9.) Onsite at Convention**

- a. Works with Treasurer at Convention with onsite registration and financials.
- b. Assists the Convention Manager with the set up of registration site the night prior to start of convention.
- c. Ensures that the Convention Manager and Higher Education and Research Division Chair facilitate the Silent Auction.
- d. Preprinted name tags alphabetically organized with meal tickets, door prize tickets and materials needed to create additional name tags as needed.
- e. Ensure the Convention Programs are available for packet preparation.