

# **NYSSEA Executive Director**

*(part-time)*

## **Scope of Services**

### **Purpose**

The purpose of the Executive Director is to provide a permanent business office and support service for NYSSEA. The Executive Director is a non-voting member of both the full NYSSEA Board of Directors and the Executive Board. The contract term will be for two years, with anticipated renewals.

### **Executive Director Skill Set**

- Proficiency in PC-based word-processing, spreadsheet and email programs.
- Preferred ability to serve as Webmaster for the nyssea.org web site; at a minimum must understand issues related to web hosting in order to serve as administrative contact on behalf of the association.
- Experience in setup and management of group meetings.
- Ability to respond to telephone and email inquiries from members, the general public, and the media. Possess adequate decision making skills in order to make appropriate referrals as needed.
- Assume responsibility for day-to-day operations.

### **General Administration**

- Maintain the membership databases on a continuous basis with updates provided by the National Association of Enrolled Agents and as directed by the NYSSEA Board of Directors.
- Check new member listings as issued (monthly) and mail new member letter and certificate.
- Insure that domain registration is kept current and fees for registration and web site hosting are paid on-time.
- Check email daily. Respond or refer as appropriate.
- Use NYSSEA email address for membership and NAEA correspondence.
- Maintain copy of corporation papers and current NYSSEA bylaws.
- Ensure publication of meeting minutes, by-laws, and other relevant material to web-site within a reasonable period of time after document production/NYSSEA Board approval.
- Provide files and storage for Society's documents, records and materials to ensure historical & institutional memory for the Society.
- Maintain contact with National and other State and Local Chapters as directed by the Board. Attend monthly Executive Committee calls.
- Maintain familiarity with Continuing Education requirements & CE certificate issuance and ensure Society's compliance with reporting to NYS and the IRS.

## **Board of Directors**

- Coordinate logistics for NYSSEA Board meetings, including site procurement and preparation of meeting materials as directed by the Board.
- Attend all NYSSEA Board meetings, either in person or telephonically.
- Provide general advice and guidance to Board of Directors, officers and committees, as needed.

## **Publications, Communications, Web Site**

- Produce e-newsletters; including design and layout (with supplied content).
- Communicate to membership via e-blasts and email on an as-needed basis, with supplied content.
- Communicate with the NYSSEA Webmaster, adding and removing supplied content in a timely manner, keep Board of Directors, Officers & Committee Chairs list current.
- Update website content on a continual basis to ensure information posted is current
- Maintain teleconference capabilities and liaison with Constant Contact or equivalent.

## **Annual Conference**

- Coordinate production of electronic marketing materials: Email announcements, Conference Brochure, and Email reminders, as needed.
- Send the Call to Conference via email to members with names of nominated officers and directors as required by the NYSSEA bylaws with content supplied by the Board and Committee(s).
- Attend telephonic meetings of Education Committee where necessary.
- The Executive Director must attend the Annual Conference in his/her official capacity in order to ensure the success of the event. Any fees associated with attendance of the Conference are waived for the Executive Director, and he/she shall be reimbursed for reasonable expenses in accordance with the then current policy of the Board. If the Executive Director holds an Enrolled Agent, CPA or other tax-related credential, he/she shall be permitted to attend CE sessions if there are no other official duties to fulfill. The expectation of the Board is that substantially all of his/her time should be spent on enhancing the experience of the paid attendees.

## **National Conference**

- At the annual discretion of the Board of Directors and contingent upon budget approval, the Executive Director will attend the NAEA Annual Meeting in his/her official capacity.

- It is expected that the Executive Director will represent NYSSEA's interests at the Annual Meeting, Installation of Officers, and any function held by the State Society at the event. If the APEX meeting is held in conjunction with the Annual Meeting, the Executive Director will attend those meetings.
- Should the Executive Director wish to attend any CE offered in conjunction with these meetings, he/she may do so with advance Board approval, assuming such attendance shall not interfere with the aforementioned meetings. The tuition of such attendance is at his/her cost.
- Reasonable reimbursement of the expenses of this event shall be made in accordance with the Board of Directors policy then in effect.

### **Liaison at other Tax Events**

- At the annual discretion of the Board of Directors, the Executive Director will coordinate logistics for NYSSEA sponsored events planned in conjunction with any of the following:
  - IRS Tax Forums (held within NY State) or 100 miles of a New York State border.
  - NAEA Annual Meeting/National Conference.
- Maintain any agreements made with outside organizations.
- Assist NYSSEA Chapters by providing membership contact information as directed by the President.

### **Performance Review**

Performance review will occur annually between June 15 and September 15.