

EXECUTIVE DIRECTOR OPERATING CODE

I. Election and Term of Office

- A. The executive director is appointed by the president with the approval of the Board of Directors of NAKPEHE.
- B. The executive director shall serve a three-year term of office. The executive director may be appointed to additional terms of office as approved by the Board of Directors.
- C. The executive director will be evaluated annually by the Foundations Committee.
- D. The executive director will be bonded (amount to be determined).

II. Duties and Responsibilities

- A. Attend the Annual Business Meeting and the two Board of Directors' meetings held at the NAKPEHE Annual Conference. If the executive director were to attend the AAHPERD Convention, it is recommended that the individual also attend the NAKPEHE Board of Directors' meeting held at the AAHPERD Convention.
- B. Serve on the Board of Directors and the Future Directions Committee as a non-voting member.
- C. Execute membership responsibilities including:
 - 1. Maintain a list of names and mailing addresses of all current members and their membership categories.
 - 2. Prepare and mail membership renewal notices, expiration notices, and other materials as appropriate.
 - 3. Collect, process, and deposit all membership dues.
 - 4. Work with the Membership Committee and the Board of Directors on proposals for the enhancement of membership in the Corporation.
 - 5. Forward current membership lists to Human Kinetics (or other appropriate publishing groups) to assure proper dissemination of publications and mailings.

6. Make available mailing labels of membership lists for appropriate use.
- D. Answer all correspondence (email and “snail” mail), as well as phone calls, in a timely fashion.
- E. Execute fiscal responsibilities including:
1. Prepare and present an annual budget to the Board of Directors at the spring board meeting.
 2. Maintain Accounts Payable and Receivable.
 3. Pay operational expenses of the corporation in a timely manner.
 4. Solicit and accept all fees of membership.
 5. Collect fees from advertisers in OPERA.
 6. Maintain checking and savings accounts in the name of the corporation in banks, trust companies, and other depositories as approved by the Board of Directors. The president will be the second signatory on the NAKPEHE accounts.
 7. Maintain custody of all funds and securities of the corporation.
 8. Invest funds not needed in the daily operation of the corporation upon recommendation of the Foundations Committee, who serve as the financial advisors, and the Board of Directors.
 9. Recommend to the Board of Directors changes for improving the effectiveness of fiscal operations.
- F. Represent the corporation of NAKPEHE in all matters relative to Articles of Incorporation and Tax Status as required by law and as requested by the president or the Executive Committee of NAKPEHE.
- G. Oversee the submission of tax information to the IRS.
- H. General oversight of the annual conference including:
1. Preparation of brochures for each luncheon and dinner.
 2. Printing of program booklet.
 3. Printing of badges.

4. Maintain registration list and finances
 5. Oversight of registration procedures at the conference including volunteer and standing committee members.
 6. Regularly communicate with the Vice President for conferences and hotel representatives including the audiovisual representative and room set-up agent.
 7. Communicate and review menus with the Vice President and President for all luncheons and receptions.
 8. Oversight of conference contracts including food service, audio visual requirements and agreements, complimentary rooms, and any other binding agreements with the hotel or other agencies.
 9. Purchase and prepare all awards.
- I. Maintain web site including:
1. Regularly update information on the NAKPEHE web site.
 2. Insure that all officer, committee chair, and member data is up-to-date.
 3. Insure that all conference information including promotion, appropriate forms, conference program, hotel accommodations and travel instructions are posted and maintained.

Executive director Compensation and Office Expenses:

Compensation	\$7000 – \$9000 (pending BOD approval)
Office Supplies	\$1000
IRS	<u>\$ 300</u>
Total Expenses	\$

Revised: (Oates, Lund, 2005; Mitchell, 2007; Claxton, 2008, Block, 2009)