

**2019 Feierabend Association for Music Education
Executive -Director's Job Description**

EXECUTIVE-DIRECTOR DUTIES:

GENERAL MANAGEMENT:

- (a) Perform all duties incident to the office of Executive- Director and such other duties as may be required by law found in the FAME Bylaws.
- (b) The Executive-Director shall serve and attend all meetings of FAME Board of Directors and the Executive, Finance and Convention Committees as an ex-officio member
- (c) Set up, facilitate and communicate sign in information to all online and physical meetings to appropriate committees
- (d) Provide general customer service, answering phone and email inquiries or forwarding inquiries to the appropriate committee, committee chairman or executive board member.
- (e) Be the custodian of the corporation's legal documents
- (f) Be custodian of the corporate seal and affix the seal, as authorized by law or the provisions of the FAME Bylaws, to duly executed documents of the corporation
- (g) Keep, available for inspection, a copy of the most currently amended or revised version of the FAME Bylaws, and copies provided by the FAME-Secretary of the minutes of all meetings of the Board of Directors and the Executive Board
- (h) Exhibit, at all reasonable times, to any director of the corporation or to a director's agent or attorney, any of the legal documents of the corporation
- (i) Work with the appropriate committees to ensure that FAME forms are up to date
- (j) Maintain comprehensive operational online files including tasks, timelines and essential procedures
- (k) Give semiannual reports at meetings of the Board of Directors as requested by the President

FISCAL MANAGEMENT: With oversight by Executive Treasurer and any other appointed designee(s):

- (a) Receive and give receipts for moneys due from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of FAME's Bylaws
- (b) Coordinate vendor payments by delivering Accounts Payable invoices to the Treasurer
- (c) Send out invoices to vendors, endorsed programs, FAME Members and other entities as needed
- (d) Submit to Treasurer monthly reports including Accounts Receivable, Accounts Payable, and Executive-Director expense reports
- (e) Coordinate the audit of the corporation when necessary

- (f) Work collaboratively with the Executive Treasurer on payment and maintenance of 3rd party accounts including but not limited to the following areas: data back-up, online payment gateways, form creation and email platforms
- (g) Work collaboratively with Board and Executive Treasurer for Member scholarship distribution. Maintaining files showing application for scholarships, approval for scholarships, verification that terms of scholarship were executed and disbursement of scholarship.
- (h) Work collaboratively with Board and Executive Treasurer for Board and Member expense reimbursement forms. Maintaining files showing application for funds, board approval for forms and disbursement of expense payments.
- (i) Work with the Executive Treasurer and appropriate board members to raise funds by writing grants and soliciting donations

MEMBERSHIP COMMUNICATION AND ADVERTISING:

- (a) Provide regular, ongoing communication among the membership, and outside musical organizations
- (b) Retain a strong working relationship with Publicity, Website, Membership and Teacher Trainer Committees and chairs to publicize all FAME-related events, approved certification courses, programs, opportunities and certification course scholarships
- (c) Contribute to the FAME Newsletter by writing an opening article/greeting from the Executive-Director
- (d) Collaborate with President-Elect and the nominations committee to oversee ballot and nomination forms; distribute and collect ballots and tabulate and report the results of all elections as described in the FAME Bylaws to FAME Board of Directors

CERTIFICATES AND DOCUMENTS:

- (a) Set up individual email contacts in the Executive-Directors FAME email account for all members who earn certificates and have signed contracts to produce, record, maintain and email certificates to appropriate recipients for: (1) First Steps in Music Certification Classes; (2) Conversational Solfege Level 1 & 2 Certification Classes; (3) Conversational Solfege Upper Level Certification Classes; (4) Endorsed Teacher Trainer Certificates for each curriculum level and (5) the certificate for the Endorsed Teacher Trainer's Certificate of record for their teaching of each certification course
- (b) Approve, produce, record, maintain and email contracts and certificates for First Steps in Music Parent Child Classes
- (c) Post all certification courses, conference sessions and workshops on the FAME website event calendar
- (d) For Endorsed Teacher Trainers who are ALSO GIA authors, post all certification courses, conference sessions and workshops on the GIA Publications Event Calendar

NATIONAL CONFERENCE RESPONSIBILITIES:

- (a) Perform conference-related administrative tasks as requested by the National Conference Directors
- (b) Work with the National Conference Chair and any other designee(s) on all National Conference matters that may include: Collaborate with board members and committees to oversee conference information forms for clinician contracts, housing contracts, scholarships, advertising, logos, banners, newsletter articles, flyers, postcards, registration brochure, online advertisements, electronic conference binder, mailing lists and any other promotional items
- (c) Coordinate/communicate with the National Conference Committee and other appropriate parties regarding conference advertising, exhibits, and sponsorships
- (d) Work with the National Conference Committee on creating National Conference signage; Coordinate with the Conference Committee on the mailing list for the conference brochure
- (e) Coordinate the production and mailing of the Exhibitor Packet
- (f) Work with Executive Treasurer on FAME Conference budgets
- (g) Attend all meetings relating to the conference
- (h) Be available on site during the Pre-Conference and Conference to oversee registration operations
- (i) Coordinate volunteers working at the registration desk as designated by the Conference Committee
- (j) Manage exhibit reservations and corporate sponsorships

The FAME Executive Director shall have the performance of his/her duties reviewed by the Board of Directors according to the FAME Employee Policy Handbook and shall receive compensation for the performance of those duties as determined by the Board of Directors.