**DUTIES OF THE EXECUTIVE DIRECTOR**

**The Executive Director:**

* Serves as staff officer of the association.
* Serves at the will of the Executive Board on a contract that is renewable each year.
* Shall maintain an effective working relationship with the Executive Board.
* Shall be evaluated by the Executive Board as a whole.
* Shall be compensated as set by the Executive Board.
* Shall set goals for him/herself and the organization in collaboration with the Executive Board.
* Shall be placed on a growth plan by the Executive Board should a need for such arise as a result of the evaluation of his/her performance. Progress made pursuant to the growth plan shall be supervised by the President.
* May be terminated by Executive Board action upon recommendation of the President following the next winter Executive Board meeting if the growth plan is not fulfilled to the satisfaction of the Executive Board.
	+ - * Shall report immediately to the President any instance whereby he/she has been arrested by law enforcement.
* Shall be suspended with or without pay by action of the Executive Board pending any investigation of the alleged behavior which led to the suspension.
* May be terminated by Executive Board action for malfeasance in the handling of organization funds or immediately upon conviction of an egregious illegal act(s) and/or an act(s) of moral turpitude.

**The Executive Director shall:**

* Attend all meetings of the Executive Board and other meetings as per these SOPs and/or at the direction of the President and/or the Executive Board.
* Supervise the administrative activities and operations of the organization, including the headquarters.
* Represent NAPSA at functions attended for the benefit of the association.
* Assist in planning and implementing all association sponsored meetings and programs.
* Support and promote the development of strong state and regional affiliates and nonaffiliated associations and shall:
	+ Develop on-going communication with appropriate officers of each state and regional affiliate.
	+ Secure a list of officers and major committee persons to publish in the NAPSA newsletter and on the NAPSA website.
	+ Solicit unaffiliated organizations.
	+ Seek cooperation of affiliates by procuring their membership lists.
	+ Serve as a resource for the Executive Board.
	+ Serve as the liaison of the Executive Board with other organizations with which NAPSA shares issues and concerns of a legislative and/or regulatory nature.
	+ Recommend to the Executive Board the approval of requests for affiliation.
	+ Report to the Executive Board at Executive Board meetings and annual conference meetings concerning the above activities.
* Promote membership through:
	+ Marketing of the association.
	+ Providing alphabetical listings of members’ contact information as needed.
	+ Continuously updating and/or correcting files regarding membership.
	+ Preparing and sending renewal notices three (3) times per year.
	+ Preparing and sending confirmation of dues paid.
	+ Publishing a membership directory at least annually.
	+ Assisting in creating and implementing the use of appropriate forms for membership applications and renewals.
* Support and promote relations and partnerships with other persons and/or organizations with similar interests as the association.
* Work with the Legislative and Public Policy Advisor in developing relationships with national organizations or influential persons in order to promote actions that will benefit students in keeping with the mission of the association.
* Collaborate with the President-Elect and site contacts to plan for and coordinate the annual conference, including the dissemination of information, locating a conference site, identify speakers, and registration.
* Make recommendations regarding immediate and long-range association needs and objectives, including policies and procedures.
* Prepare a report of activities and financial information for the general membership meeting at the annual conference and for each Executive Board meeting.
* Assist the Nominations and Elections Committee by:
	+ Preparing and mailing a nominated slate of officers to all members six (6) weeks prior to fall conference.
	+ Tallying all votes and informing the President and Past-President of results.
* Act as the historian and records manager for the organization, including:
	+ Receiving the archives of the association and preserving same.
	+ Obtaining copies of all materials important to the growth, development, and history of the association.
	+ Collecting and maintaining archival records including:
		- The storage of all records by calendar year.
		- A copy of each NAPSA newsletter and other pertinent organizational communiqués.
		- A copy of each NAPSA notes.
		- A copy of each annual financial report.
		- A copy of each annual membership report.
		- Copies of the agenda and minutes of each Executive Board meeting.
		- A copy of annual conference program.
		- A copy of the Executive Director’s annual report.
		- Directories of membership.
		- A list of Charter Members.
		- A copy of each Treasurer’s report.
		- All committee reports.
		- A copy of the SOPs, Constitution and any amendments made.
		- Reports of noteworthy association activities, goals and purchases not included elsewhere.
		- Lists of affiliates and their officers.
		- Long-term items that may have significance to association members, including pictures and printed matter.
* Work with the Communications and Publications Editor to publish the NAPSA Newsletter four (4) times a year.
* Publish and disseminate the NAPSA Tidbits on at least a monthly basis.
* Renew insurances.
* Ensure the proper completion and filing of NAPSA’s annual tax returns.
* Ensure any Internal Revenue Service documentation is provided to vendors and the contract employee(s).
* Renew NAPSA’s incorporation with the Commonwealth of Virginia as is warranted.
* Recommend individuals for honorary membership to further the aims of the association.
* Work with the Legislative and Public Policy Advisor to research pertinent issues on the national level and seek to support or oppose legislation or activities that will affect pupil services as directed by the President or the Executive Board.
* Maintain contact with affiliates and other related organizations through their Executive Director and/or regional representative on the Executive Board.
* Prepare proposals for grants and/or other funding sources as available.
* Assist with the updating of organization documents, such as the Constitution, standard operating procedures (SOPs), and other similar documents.
* Maintain the NAPSA website and other social media.
* Schedule the location of meetings and notifies members.
	+ - * Perform all duties described herein without posing a direct threat to the health or safety of himself/herself or others.
* Perform other duties as are mutually acceptable to the Executive Board and the Executive Director.