

## **Contract/Agreement for FFLA Executive Director**

### **Expectations**

- Ensure continuity of FFLA's mission and vision
- Dedicate sufficient time and energies to the duties outlined below as Executive Director
- Conduct her/himself in a professional manner representing FFLA
- Demonstrate transparency and fairness to the Board and to the membership with all decisions
- Execute the policies and goals established by the Policy and Procedures Manual and execute with fidelity the official By-laws set forth in the FFLA Constitution

### **Duties**

- 1) Maintain, store and safeguard official permanent records of all FFLA business and proceedings to be passed on to future executive directors and to also serve as a history/record of the association's activities for tax purposes.
- 2) Sign all fiscal papers and official FFLA documents
- 3) Attend board meetings and collect/archive all reports and records of approved motions.
- 4) Make all necessary arrangements for Board meetings (virtual and face-to-face) - hotel, A/V, room set-up, etc.
- 5) Prepare a financial statement and Ex Dir report to be presented to the Board for approval at each Board meeting (virtual or face-to-face)
- 6) Work with board members to be sure they fulfill their duties to the best of their abilities and with the best interest of the association at heart
- 7) Maintain an FFLA calendar and plan for all FFLA award competitions, programs, professional development and activities by the established deadlines.
- 8) Provide all necessary materials to new Board members (P & P, job descriptions/responsibilities/duties, Robert's Rules, etc)
- 9) Maintain the website and keep information/payments/domain updated.
- 10) Maintain an amicable, equitable and inclusive relationship between FFLA and the Associated Leagues, as well as ACTFL, SCOLT and JNCL-NCLIS that align with the vision of the association.

- 11) Oversee the social media communication for accuracy and appropriateness to the vision/mission of the association.
- 12) Coordinate communications with members about FFLA activities.
- 13) Work with Board, especially the Executive Council, to establish an annual strategic plan and budget for the association.
- 14) Negotiate with hotels to obtain the most beneficial terms and arrangements for the annual conference.
- 15) Coordinate communications, help solicit vendors, send invoices and assist with the arrangements of exhibits for the annual conference.
- 16) Coordinate with the president the preparation of the program for the annual conference.
- 17) Coordinate publicity and execution of the annual conference with the help of board members.
- 18) Seek sources of outside funding to help sponsor, support and promote the association (grants, business partners, etc).
- 19) Maintain permanent fiscal records, communicate the financial and fiscal status of FFLA to Board and members at the annual conference.
- 20) Provide all necessary documentation to a bonafide vendor (if desired and within approved budget) to prepare and file all necessary taxes with the IRS annually.
- 21) File all necessary paperwork on time to renew LLC with the state (Jan) as well as the tax exempt paperwork for the organization (May).

### **Term of Service and Annual Review**

The term of service of the Executive Director is three years. The Executive Council will conduct a review of the Executive Director and the fulfillment of duties in said contract during the Exec Council meeting held at the annual conference. If a negative review is determined, the Executive Director will continue in the position until a replacement can be found and apprenticed. Termination of contract must be done in writing.

**\*\*\*Compensation will be determined by Executive Council and Finance Committee.**