

NHMEA Position Description: Executive Director

Job title	<i>Executive Director</i>
Reports to	<i>NHMEA Executive Board</i>

Type of Position

☒ Appointed ☐ Elected

Qualifications

(Common for all positions except for Executive Director)

Nominee/appointee must be an active music educator

Nominee/appointee must be a current member of NHMEA/NAfME

Appointee must be familiar with Quickbooks

Appointee must have experience legal and financial aspects of running a non-profit

Appointee must have familiarity with databases (CRM and OPUS)

Duties and responsibilities

The Executive Director shall:

I. Maintain the Associations' checking account in a banking institution approved by the NHMEA Executive Board.

II. Maintain an accurate electronic ledger with back up (i.e. Quickbooks program).

IIIIIIII. Maintain appropriate general liability and Directors and Officers insurance on behalf of the association.

IV. Present a report at each Executive Board meeting, detailing the financial account as well as any other financial information pertinent to the current business of the Association.

V. Present a proposed budget to the membership at the Spring All-Member Meeting.

VI. Prepare a detailed annual financial report of the prior fiscal year (July 1–June 30). This report is to be presented at the Fall All-Member Meeting and copies distributed to each member of the Executive Board prior to the meeting.

VII. Negotiate and execute contracts on behalf of the association.

VIII. Prepare an income tax return for each fiscal year (July 1–June 30) and submit it prior to November 15, using Form 990 in accordance with NHMEA's 509 (a) (1) tax status, as described in sections 170 (b) (1) (A) (vi) and 501 (c) (3) of the Internal Revenue Code. Issue 1099s to independent contractors by January 30.

IX. Prepare School District Participation Fee bills and mail them by July 15 to the Superintendent of Schools, or accounts payable, of each School Administrative Unit. Work in collaboration with event chairpersons regarding payment status of School District Participation Fees. Addresses of superintendents and school population figures for the preceding year may be obtained from the New Hampshire Department of Education website.

X. Collect and deposit all funds from the School District Participation Fees, as well as from all NHMEA sponsored events.

XI. Reimburse Executive Board members for NHMEA-related expenses, which may include mileage, telephone, postage, and supplies. Executive Board members who are already receiving reimbursement from their schools for the Annual Fall and Spring All-Member Meetings are not entitled to compensation by NHMEA for travel.

XII. Be present at all NHMEA sponsored festivals that require remuneration or provide payment in advance of the event.

XIII. Acquire a copy of an event financial statement from each event chairperson, disburse final payment to a host school following Executive Board approval of the financial report. Include the financial report in the Executive Directors' records.

XIV. Serve as Chairperson of the Budget Committee, which will meet prior to the Spring Conference to prepare a projected budget for the following fiscal year [timeline to be determined by the Budget Committee]. The projected budget will be presented for recommendation to the Executive Board. The Executive Director will present the recommended budget for approval to the Membership at the Spring All-Member Meeting.

The committee will be:

Executive Director – Chairperson

President

President Elect

Member-at-Large -Must be an NHMEA member not on the Executive Board. Appointed by the President and approved by the NHMEA Executive Board.

Timeline of Responsibilities/Duties

July:

- Prepare Federal Tax Return
- Prepare and distribute invoices for School Participation Fees
- Execute contract with facility for summer planning session
- Prepare Council of Events agenda for summer meeting
- Complete financial report for previous fiscal year
- Write article for Quarter Notes – July 1 deadline
- Set up events in OPUS
- Renew Directors and Officers Insurance

September:

- Finalize arrangements with conference facility for October Music Fest
- Run payroll for first quarter

October:

- Execute contract for October Music Fest for the following year
- Collect and deposit School Participation Fees – due October 1
- Pay adjudicators for Jazz All State Auditions
- Assist All-State Auditions Chairperson with scheduling
- Collect and Deposit Jazz All-State Auditions Fees
- Collect and Deposit All-State Auditions Fees
- Provide financial report of previous fiscal year at the All-Member Meeting
- Run conference registration for October Music Fest

November:

- Pay adjudicators for All-State Auditions

December:

- Run payroll for second quarter
- Set up ticket sales for Jazz All-State concerts
- Send and collect paperwork and invoices for All-State Festival

January:

- Prepare agenda and chair the Council of Events meeting
- Meet with accountant to prepare 1099s

February:

- Write checks to adjudicators for Solo and Ensemble
- Write checks for Jazz All State
- Form budget committee and prepare budget for next fiscal year
- Set up ticket sales for All-State concerts

March:

- Run payroll for third quarter
- Renew liability insurance
- Write checks for Large Group Festival and Elementary Sharing Festival

April:

- Introduce the winner and performers at the All Member Meeting.
- Prepare agenda and chair Council of Events meeting
- Present proposed budget at All-Member meeting
- Write checks for All-State Festival
- Run conference registration for All State Festival
- Execute contract with conference facilities for All State Festival (preferably two years ahead)

May:

- Write checks for Middle School Festivals

June:

- Run payroll for fourth quarter

Ongoing:

- Attend all board meetings
- Prepare information for monthly e-blasts
- Send President agenda items for meetings
- Collect and deposit funds
- Issue checks to vendors
- Write an article for each Quarter Notes issue

Direct reports (if applicable)

President and Executive Board

Approved by:	
Date approved:	
Reviewed:	