**JOB DESCRIPTION FOR EXECUTIVE DIRECTOR**

The Executive Director is the Chief Executive Officer of the Kentucky Science Teachers Association. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. The position is considered to be a part time position. The KSTA office is housed at the Executive Director’s home office. In program development and administration, the Executive Director will:

Specific Responsibilities:

Negotiate all contracts in consultation with the elected board leadership, i.e., hotel for conferences/MWB, executive/full board meetings, meeting room rentals for conferences, exhibit area for conferences, etc.

Handle logistics for KSTA full board meetings and executive board meetings

Present a report to the board at each meeting that provides an up-to-date status report on operations and activities of the organization.

Be present and participate at all executive board meetings

Be involved in the strategic planning of the organization

Maintain/Update KSTA Membership Database, notify members when renewals are due

Maintain a working knowledge of the organization and affiliates

Collaborate with the organization’s CPA and Treasurer to manage the finances of the organization

Make deposits and necessary withdrawals and/or transfers to the KSTA bank accounts as needed in communication with the CPA and Treasurer

Help pay bills/forward on to Treasurer

Work in collaboration with the Executive Board to plan the annual KSTA budget

Establish the KSTA PO Box and phone number and attend to communications

Store and care for KSTA equipment

Keep/Update KSTA History

Write a newsletter article for each volume of the KSTA newsletter

Help to establish job descriptions of board members and coordinators of specific activities

Collaborate and serve as point of contact with NSTA as necessary

Be an ongoing point of contact for the latest information regarding developments in science education.

Serve as the "point person" for an initiative to recruit corporate or private sponsors.

Specific Responsibilities for Conference:

Coordinate Conference Registration forms and payments

Collect session proposals and communicate with presenters

Collaborate with conference program committee to develop conference program matrix

Create conference program

Order awards for conference

Communicate with keynote/featured speakers and coordinate travel and lodging arrangements

Arrange printing of conference programs, badges, and other materials

Organize, oversee, and help with registration area set up at conferences

Determine needs for signage at the conference and order necessary signs

Create and send (via mail or email) invoices for registration fees that are paid by school purchase order

Communicate with hotel and event center staff

Maintain accurate records of invoices sent and payments received

Specific Responsibilities for Executive Board/Full Board Meetings:

 3 Executive Board Meetings per year/ 3 Full Board Meetings per Year

Organize rooming arrangements for board members and communicate with hotel

Engage in on-going communication with executive board about ongoing work, organization needs, board meeting agendas, etc.

Communicate with board about information to share with teachers state-wide

Arrange ordering for badges/gavel for new board members and officers

Maintain an up-to-date roster of KSTA board members

**Job Details:**

Salary/Benefits (As in contract as of 2013-2014)

1. For his or her services under this agreement, KSTA shall pay the Executive Director an annual salary of $20,000, payable in twelve monthly installments. Payment date will be arranged at the executive director’s request. KSTA will pay the payroll taxes commiserate with said salary. Through the CPA, KSTA will pay withholding on federal and state income taxes, FICA and Medicare taxes. Executive Director shall be responsible for filing individual income taxes or other taxes payable to any governmental entities. He or she shall coordinate his or her efforts with the KSTA’s accountant so as not to jeopardize the tax-exempt status of KSTA. *It is expressly agreed and understood that Executive Director is not an employee subject to worker’s compensations laws, and Executive Director expressly waives the applicability of any worker’s compensation laws.*

2. Executive Director shall be paid 8% of any income he or she generates for KSTA in the form of a grant(s) received.

3. Executive Director shall be reimbursed for legitimate expenses necessitated by his or her services performed for the organization at rates specified by KSTA Board policy. Such expenses may include, but are not limited to, travel expenses for airfare and/or automobile mileage, lodging (single room), meals, long distance telephone calls, postage, and office supplies.

4. Physical location of KSTA office will be assumed to be at the Executive Director’s home unless otherwise arranged by the E.D.