

WPSA EXECUTIVE DIRECTOR: JOB DESCRIPTION

Association Administration

As specified in Bylaws:

- Responsible for all correspondence, mailings, announcements, notifications and official agendas of the Council and the Association*
- Responsible for the deposit of all monies and other valuables**
- Responsible for the disbursement of funds**
- Responsible for the payment of all expenses, bookkeeping, financial correspondence**
- Responsible for the preparation of annual tax statements**

Additional:

- Supervises Associate Director
- Maintains and updates Bylaws, drafts amendments, responds to questions, provides interpretations
- Maintains and updates Policies and procedures, drafts amendments, responds to questions, provides interpretations
- Prepares agenda and supporting materials for meetings of the Executive Council and the membership
- Implements actions of the Executive Council and of the membership
- Serves as liaison with committees
- Maintains committee listings*
- Provides orientation and support for Officers
- Oversees elections process: works with nominating committee, notifies association membership of nominees, provides election materials, conducts mail ballots when needed
- Edits/completes Recording Secretary's minutes, circulates draft minutes to officers, finalizes minutes and distributes to Executive Council
- Maintains Minute Book
- Serves as Association liaison to Political Research Quarterly and Sage Publications: drafts updates of MOUs, provides assistance to editors, and oversees conduct of editorial searches
- Serves as liaison with Treasurer regarding all financial and tax administration*
- Oversees preparation of budget and all financial reports*
- Oversees granting of Association awards: provides support to award committee chairs, collects data as to recipients, prepares award certificates and congratulatory letters for recipients, informs recipients of entitlement to publish award papers in PRQ
- Oversees provision of annual directors and officers liability insurance*
- Maintains current files and Association archives as per Association file retention policy*
- Coordinates with APSA staff regarding WPSA events during APSA
- Consults with legal counsel as needed

Convention Administration

As specified in Bylaws

- Oversees site selection, hotel selection, contract negotiation, and all other elements of the local arrangements for the annual meeting*

As specified in Policies and Procedures

- Oversees budget, financial arrangements and accountings, database maintenance, exhibitor arrangements, participant communications, and All Academic arrangements.

Additional

- Conducts site research*
- Conducts site visits: hotel inspection and choice, selection of local arrangements chair
- Negotiates hotel contracts
- Oversees meeting preparation, training of local arrangements team, including new officers
- Obtains annual convention liability insurance each year
- Obtains convention cancellation insurance as needed

*Responsibility assigned to Executive Director by Bylaws/Policies, actual duty currently delegated in part to Associate Director

**Responsibility assigned to Executive Director by Bylaws/Policies, actual duty currently delegated in full to Associate Director