LAHPERD Executive Director

Job Description

Position Purpose
The Executive Director provides leadership, stability, continuity, and administrative oversight for the Louisiana Association for Health, Physical Education, Recreation and Dance (LAHPERD). The Executive Director supports the Board of Directors and Executive Committee in carrying out the mission, strategic priorities, financial responsibilities, programs, and activities of the Association and serves as a principal liaison between LAHPERD and external organizations and stakeholders.

Appointment, Term, and Accountability

The Executive Director is appointed by the Executive Committee and approved by the Board of Directors following an application and interview process. The appointment is for a three-year term.

The Executive Director's appointment shall be reviewed by the Board of Directors during the third year of the term and may be reviewed at any other time deemed necessary by the Board.

The Executive Director serves as an **ex-officio member of all Association committees** and as a **non-voting member of the Board of Directors and Executive Committee**. The Executive Director is accountable to the Board of Directors and performs additional duties as assigned or defined by the Board.

Required Qualifications

The Executive Director must have maintained membership for a minimum of **five consecutive years** in both:

- a like-minded national association; and
- a state association.

Leadership and Organizational Administration

The Executive Director shall provide organizational continuity and support the effective operation and future development of LAHPERD. Responsibilities include maintaining accurate Association records and ensuring their security and availability; serving as a central resource for information concerning Association activities, personnel, programs, members, and external groups; and preparing appropriate annual written reports.

The Executive Director shall assist and advise the President, President-Elect, and other elected and appointed officers in carrying out their responsibilities. The Executive Director shall prepare meeting agendas for the President, notify Board members and other appropriate officers of Board

meetings, and review meeting minutes before they are distributed to the Board of Directors by the Secretary.

In collaboration with the Executive Committee, the Executive Director shall develop a written plan of action for accomplishing the goals identified in the Association's Strategic Plan and shall plan for the future growth of LAHPERD in a manner that promotes member involvement and coordination of Association activities.

Financial Management and Accountability

The Executive Director is responsible for administering the financial affairs of the Association in accordance with budgets and policies approved by the Board of Directors.

Responsibilities include:

- Preparing the Association's annual operating budget.
- Maintaining complete and accurate financial records.
- Receiving, recording, depositing, and appropriately documenting Association funds.
- Establishing and maintaining banking procedures that ensure accurate identification and documentation of deposits, including membership payments.
- Expending Association funds in accordance with the Board-approved operating budget.
- Obtaining Board authorization before making expenditures not covered by the approved operating budget.
- Providing available financial statements to the President and LAHPERD's CPA for monthly reconciliation.
- Monitoring Association investments and reporting their status at each Board of Directors meeting.
- Advising the Executive Committee/Board and Convention Committee regarding financial matters and the relationship between the convention budget and the Association's operating budget.
- Preparing required financial reports for the Board of Directors and Association membership.
- Preparing a budget analysis of the previous fiscal year for presentation at the summer Board meeting.
- Preparing and submitting required IRS reports and tax filings.
- Providing the completed official IRS tax return to the Board of Directors.
- Submitting the annual financial report to the Executive Board of Directors at the conclusion of the fiscal year.
- Providing an account of receipts and disbursements, together with appropriate financial statements, to the CPA and Past-President following the end of the fiscal operating year on May 31.
- Providing a detailed account of convention-related income and expenditures to the President no later than 30 days following the annual convention.
- Preparing an annual current financial status report for the Board of Directors in June and for the membership at the annual convention.

Annual Convention Responsibilities

The Executive Director shall support the planning and fiscal administration of the annual LAHPERD convention.

The Executive Director shall serve as a member of the Convention Committee; negotiate the written agreement with the convention host hotel in accordance with Site Selection recommendations; advise the Convention Committee regarding financial matters; assist in developing and implementing the convention budget in relation to the Association's overall operating budget; and provide the required post-convention accounting of income and expenditures.

The Executive Director shall also certify election nominations associated with the Association's election process.

Governmental, Educational, and External Relations

The Executive Director, independently and/or in collaboration with the Community Affairs Liaison, shall serve as an official representative of LAHPERD to appropriate external constituencies.

These relationships include the:

- Louisiana state legislature;
- public and private elementary and secondary schools;
- Louisiana Department of Education;
- boards and entities governing education;
- colleges and universities; and
- other public or private organizations whose purposes or goals relate to those of LAHPERD.

The Executive Director shall represent the Association professionally and facilitate communication and cooperative relationships that advance LAHPERD's mission and interests.

Membership, Communication, and Public Information

The Executive Director shall promote and process state Association memberships and support effective communication with LAHPERD members and external constituencies.

The Executive Director shall assist with professional and public information disseminated by the Association by serving as a consultant to the appropriate media committee and shall facilitate the exchange of information concerning Association activities, programs, personnel, and initiatives.

Strategic Planning and Organizational Development

Working with the Executive Committee and Board of Directors, the Executive Director shall support the long-term stability and growth of LAHPERD.

Responsibilities include developing actionable strategies to accomplish the Association's Strategic Plan; encouraging member participation in Association activities; coordinating organizational activities and initiatives; supporting continuity during transitions in elected leadership; and advising Association leadership regarding operational and organizational matters.

Position Review

The Executive Director shall periodically review the Executive Director job description and recommend appropriate revisions to the President and Board of Directors.

The Board of Directors retains authority to review the Executive Director's performance and appointment during the third year of the three-year appointment cycle or at any other time deemed necessary by the Board.