

# WMEA BY-LAWS



## SECTION 10 – EXECUTIVE BOARD RESPONSIBILITY SUMMARY

### **10.4. EXECUTIVE DIRECTOR**

#### **10.4.1 General Description**

The State Executive Director shall collect all monies and dues and pay all bills by order of the President. The Executive Director shall also oversee the budget, income and expense statements, investments, policies and procedures, contracts, forms, conference preparation/registration/publication, posted documents, the website, and social media.

#### **10.4.2 Monthly Responsibilities**

- 10.4.2.1 Collect all monies and pay all bills in a timely manner.
- 10.4.2.2 Deposit receipts in a timely manner.
- 10.4.2.3 Receive and balance all bank statements.
- 10.4.2.4 Monitor investment accounts.
- 10.4.2.5 Update the membership list and provide to the president upon request.
- 10.4.2.6 Order or purchase supplies as needed.
- 10.4.2.7 Keep complete records regarding expense and income by category and type through Quickbooks.
- 10.4.2.8 Prepare monthly financial statements.
- 10.4.2.9 Prepare financial statements for board meetings.
- 10.4.2.10 Respond to NAFME National Office requests and complete all national forms in a timely manner.
- 10.4.2.11 Submit reimbursements for business expenses pertaining to WMEA.

#### **10.4.3 All-State Audition Responsibilities**

- 10.4.3.1 Create *All-State Audition* materials.
  - .3.1-1 Honor Group audition materials for website posting.
  - .3.1-2 Area specific information for website posting.
  - .3.1-3 WHSAA/WMEA information for online posting.
  - .3.1-4 WHSAA Fax to member schools.
  - .3.1-5 Audition scripts as provided by the vice presidents.
  - .3.1-6 Hard copy site materials and sight-reading music for mailing.
- 10.4.3.2 Update the *Recording Site Manual* for distribution and website posting.
- 10.4.3.3 Collect reporting information from District Presidents.
- 10.4.3.4 Collect audition fees via credit card, purchase order, or voucher.
- 10.4.3.5 Invoice purchase order and voucher audition fee payments.

- 10.4.3.6 Deposit receipts.
- 10.4.3.7 Monitor past-due income and send notices.
- 10.4.3.8 Prepare certificates for All-State Outstanding Seniors and 4-year awards.
- 10.4.3.9 Prepare checks for Outstanding Seniors.

#### **10.4.4 WMEA Conference Responsibilities**

- 10.4.4.1 Provide blank documents of Conference Schedule, Clinician Details, and Clinician Needs, and Session Proposal Folder, for posting to Dropbox.
- 10.4.4.2 Update the *Host Site Manual* for distribution and website posting.
- 10.4.4.3 Negotiate final contracts for the WMEA Banquet, Conference Hotel, and Elementary luncheon.
- 10.4.4.4 Make contractual agreements with clinicians selected by the Elementary, Secondary, and IN-Ovations Vice-presidents.
- 10.4.4.5 Create online registration through the website.
- 10.4.4.6 Create the *Online Conference Program and Flyer* from information provided by the President, Vice Presidents, and host site.
- 10.4.4.7 Collect registrations and fees.
- 10.4.4.8 Create pre-registration and banquet/luncheon lists.
  - .4.11-1 Prepare all name tags in advance.
  - .4.11-2 Prepare labels for pre-registration bags in advance.
  - .4.11-3 Prepare all in-hand needs, including receipt paper, onsite cash, name badge holders, At-a-Glance.
- 10.4.4.9 Verify pre-registration lists for member verification and nametags.
- 10.4.4.10 Prepare certificates for conference clinicians and outgoing board members.
- 10.4.4.11 Set-up and operate onsite convention registration.
- 10.4.4.12 Post-conference requirements.
  - .4.12-1 Deposit all receipts.
  - .4.12-2 Balance finances and registration totals
  - .4.12-3 Send thank you notes as deemed appropriate.
  - .4.12-4 Send past-due income notices.
  - .4.12-5 Send donation letters when appropriate.

#### **10.4.5 Website Responsibilities**

- 10.4.5.1 Update all documents and postings to the website as needed.
- 10.4.5.2 Review and update all sections of the website to reflect current information as needed.

#### **10.4.6 Other Responsibilities**

- 10.4.6.1 Send out meeting announcements to Executive Board members at least one month prior to meeting date, providing Dropbox link, time, date, and place.

- 10.4.6.2 Complete and submit any and all required forms and/or documentation and fees regarding State of Wyoming Nonprofit Corporation and 501(c)(3) Non-profit status.
- 10.4.6.3 Complete and submit tax forms as required by law.
- 10.4.6.4 Manage grant funds and reports as required by law.
- 10.4.6.5 Keep an updated list of board members with complete contact information for inclusion in the board manual.
- 10.4.6.6 Create online ballots for voting by active and retired members. Election process to be complete by March 1st.
- 10.4.6.7 Mail certificate and check in the amount of \$1,000 to the Kuhn/Parsons Memorial Scholarship recipient at the start of their student teaching.
- 10.4.6.8 Mail checks in the amount specified by the President Elect, to the Professional Development Grant recipients.
- 10.4.6.9 Complete and submit a proposed budget for following year to the Executive Committee, for presentation and consideration at the May Executive Board meeting.
- 10.4.6.10 Complete all financial documents and provide records as required for internal audit review by the Finance Committee.
- 10.4.6.11 Conduct the internal audit within 75 days of the close of the fiscal year and prior to the September board meeting.
- 10.4.6.12 Complete an external audit of the record books, by order of the President, and reviewed by the Executive Committee as requested.
- 10.4.6.13 Update the *Governing Board Manual* and post to WMEA Dropbox by the spring and fall board meetings.
- 10.4.6.14 Complete self-assessment document for consideration of the Executive Committee evaluation of performance.
- 10.4.6.15 Sign and submit Conflict of Interest, WISP, and Anti-Trust policy compliance forms at May board meeting.
- 10.4.6.16 Provide link to the board evaluation and collect data to be sent to the President.
- 10.4.6.17 Post electronic copies of WMEA Award Program nominees to the WMEA Dropbox, two weeks prior to the fall meeting.
- 10.4.6.18 Maintain a document of comparative information regarding finances, All-State/Conference, and Windsong. Post to Dropbox for spring board meeting.
- 10.4.6.19 Manage all association folders and documents in Dropbox.
  - .6.19-1 The WMEA (shared with Board – cannot edit)
  - .6.19-2 Conference (shared with Exec Com and VPs – can edit)
  - .6.19-3 All-State (shared with Exec Com and VPs – can edit)
  - .6.19-4 Adjudicator Certificates (shared with Past Pres – can edit)