



NSDC Affiliate Executive Director or Executive Secretary Information

Name of your Affiliate: Florida Association for Staff Development (FASD)
(Please write out name and not just letters.)

Name of Executive Director or Secretary: Debbie Cooke, Executive Director

Phone: 561.629-8078 or 561.357-8291 E-mail: wpglconsulting@comcast.net

Job Description for this position: Please be specific. Attach if available.

(Be sure to indicate whether this person serves primarily in a leadership role – such as representing the affiliate in interactions with other agencies or in advocacy – or in a day-to-day management role, including mailing, managing membership roles, organizing for affiliate events, etc.) I do a variety of these things....serving in a leadership capacity when working with other agencies in tandem with the president of the organization. Also do much of the management stuff like coordinating our conference details, overseeing website updates and maintenance, working with the secretary on membership issues, etc. (See previous Job Description which was emailed previously.)

Is this position full-time or part-time? Part time

If part-time, indicate approximate number of days monthly: I spend a total of between 40 and 50 hours per month doing FASD stuff, I'd guestimate, depending on the month. We have five Board meetings per year, and two conferences, and there is much "between the times" stuff to do follow up with the president and conference chairs about.

Explanation:

Does this person receive financial compensation? If so, please indicate an approximate amount. \$2,500 per year plus expenses for travel related to the position, which include the two Florida Conferences and NSDC Affiliate work.

Does this person receive other compensation – such as free affiliate or NSDC membership, attendance sponsored at NSDC conferences or Affiliate Leaders Meetings? Indicate other compensation: (See notes above....NSDC conference attendance is partial covered in collaboration with other organizations.)

Please return this survey by April 30, 2008 to:

Dale Hair
dale@joehair.com
FAX: 678-797-9736

Joyce Menz, President
Florida Association for Staff Development
1201 Atlantic Avenue
Fernandina Beach, FL 32034
October 9, 2007



Debbie Cooke
Executive Director
Florida Association for Staff Development
6113 Royal Birkdale Drive
Lake Worth, Florida 33463

Dear Debbie:

Thank you for agreeing to serve our organization as the Executive Director for FY 08. The following agreement spells out the terms and conditions of your service to FASD. Please keep a copy for your records and return a signed copy to me in the enclosed envelope.

The attached Executive Director Position Description outlines the specific duties and responsibilities of the job. These may be revised as mutually agreed upon by you and the FASD Board as deemed necessary.

The Executive Director term is for the period of one year and coincides with the FASD Leadership Conference dates (September). Your contractual year will be from October 2007 through September 2008.

Compensation for one year's service in this position is \$2500.00. The payment schedule will be as follows, payable upon receipt of an invoice for each quarter's services:

- 1st installment payable on December 31 to cover service from October 1 - December 31
- 2nd installment payable on March 31 to cover service from January 1 - March 31
- 3rd installment payable on June 30 to cover service from April 1 - June 30
- 4th installment payable on September 30 to cover service from July 1 - September 30

Travel expenses for FASD Board Meetings (5 per year) and conferences (2 per year) will be paid on a reimbursement basis. Out-of-pocket expenses, such as long-distance telephone calls, photocopies, computer printouts, fax charges, and postage associated with your job responsibilities will be reimbursed upon submission of an invoice for these expenses.

Sincerely,

Joyce Menz
President, FASD

(Attachment)

ACCEPTED AND AGREED:

By: _____ Date _____

FASD Executive Director Position

Qualifications:

- Hold a B.A. or B.S. degree
- Document at least five years experience related to professional development in education
- Possess strong organizational skills
- Possess strong interpersonal skills
- Document understanding of educational and professional development issues
- Hold a valid driver's license and be willing to use own vehicle for travel to and from meetings
- Be willing to work from home using own office equipment and storage
- Possess technological skills to include email proficiency, working-knowledge of world-wide web and basic Microsoft Office products: Word, Excel and Publisher.

Applicants should send applications along with a resume and two letters of reference to:

Select person to whom information should be sent and include here

Executive Director Budget Projection
 January – December
 (submitted July 07 Board Meeting)

Event	Associated Expenses	Total per Event
Honorarium: 4 quarterly installments of \$625		\$2,500
January Board/FASDLC Meeting	Hotel for 2 nights - 200 Travel expenses - 200 Meals - 50	\$450
May Board/FASDLC Meeting and Spring Forum	Hotel for 4 nights (5 if Academy) - 500 Travel expenses - 200 Meals - 100	\$800
July Board/FASDLC Meeting	Hotel for 2 nights - 200 Travel expenses - 200 Meals - 50	\$450
Summer Affiliate Meeting	Hotel for 4 nights - 600 Travel expenses - 400 Meals - 150 Registration fees - 150	\$1,300
September Board/FASDLC Meeting and FASDLC	Hotel for 5 nights (6 if Academy) - 500 Travel expenses - 200 Meals - 100	\$800
Winter Board Retreat	Hotel for 2 nights - 200 Travel expenses - 200 Meals - 50	\$450
NSDC Annual Conference	Hotel for 3 nights - 450 Travel expenses - 600 Meals - 150 Registration fees - 200	\$1,400
General office operation	Phone calls Postage Fax line access	\$1,000
	Total projected expenses	\$9,150

Florida Association for Staff Development Executive Director Position Description

This position is part time and operates under the direction of the Florida Association for Staff Development (FASD) Board. The FASD Executive Director shall:

Contracts

1. Review contracts and ensure that all contracts are signed and dated by the FASD President.
2. Work with appropriate FASD committees to ensure that suitable contracts are secured.
3. Communicate with FASD Board in regards to contract details.
4. Serve as liaison between the organization and entities with whom the organization is contracted.

Membership

1. Work with the FASD treasurer to update the membership information after each annual conference.
2. Keep electronic and paper files (current and historical) of the membership, including a file of first time fall conference attendees for purposes of communicating with them to welcome them as new members.
3. Work closely with Membership Committee and Treasurer.

Communications

1. Email the FASD Website Contact with information about the registration for fall and spring conferences, including Academy sessions: dates, theme, special circumstances, deadlines, hotel contact info, etc. This information should be sent to the website contact so that the information can be placed on the website at least 30 days prior to the *cutoff* date for hotel registration. Future conference dates, locations, and speakers should also be posted on the website.
2. Communicate with the FASD Newsletter editor so that conference information is received in a timely manner so as to advertise conferences in the FASD newsletter at least 30 days prior to the cutoff date for hotel registration.
3. Develop a one page flyer with conference information that can be sent as an email attachment to advertise the upcoming fall and spring conferences. Email flyer to Board for dissemination.
4. Keep FASD Board informed of conference registration information as well as board meeting dates and meeting logistics.
5. Serve as the onsite FASD registrar for the Fall and Spring conferences and Academy sessions, working in conjunction with the Registration committee, Academy committee and FASD Treasurer.
6. Work closely with the Nominations committee to ensure that accurate officer slates are submitted and advertised on the website and in the newsletter according to the timelines required in the FASD Bylaws.
7. Attend all FASD Board Meetings (5 per year) and conferences (3 days in Fall, 2 days in Spring). Two Board meetings are held on days just prior to the Fall and Spring conferences, one is held in July and one in October.

Term and Compensation

The Executive Director term is for the period of one year and coincides with the FASD Leadership Conference dates (September) with expectation that during this inaugural year of the FASD Executive Director position, the new ED will "shadow" the person who has been serving in this position for the 2005-06 pilot year (Carol Johnson) during the FASDLC conference, September 25-27, 2006. The new ED will then serve through the close of the FASD Leadership Conference 2007.

Compensation for one year's service in this position is \$2500.00. Travel expenses for FASD Board Meetings (5 per year) and conferences (2 per year) will be paid on a reimbursement basis.

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