

Position Description
G-CASE Executive Director
Georgia Council of Administrators of Special Education (G-CASE)

Position description:

- I. The employee will serve as Executive Director of G-CASE. The G-CASE Executive Director shall be responsible for implementing the policies and programs of the G-CASE Executive Board and Board of Directors. The Executive Director shall provide association management services to G-CASE in the general areas of fiscal and administrative management, membership development, educational program services, and representation and communication.
- II. Examples of specific job responsibilities include:

Administration:

- Handle general correspondence, answer telephone inquiries, and provide information to members and non-members while recruiting their membership.
- Maintain files, records, and other documents relative to daily operations of G-CASE.
- Coordinate G-CASE board and committee meetings including facility arrangements, meeting notices, preparation of agendas and supporting materials, compilation and distribution of minutes, etc.
- Develop annual budget with the Treasurer for Executive Board approval; supervise expenditures; handle collection of funds; maintain and distribute financial records; prepare required financial reports.
- Coordinate G-CASE officer election activities with the Executive Board.
- Assist in promoting activities and maintaining a positive interagency relationship with GAEL.

Membership:

- Actively recruit new members.
- Develop activities for retention of current members.
- Oversee annual billing and collection of membership dues and other fees.
- Provide a variety of membership services to G-CASE members in the area of information assistance.

Educational Conferences/Professional Development:

- Plan and organize G-CASE conferences and workshops with the Executive Board and Professional Development Chair (including design, printing, and distribution of promotional materials; site selection and contract negotiations, collection of fees and payment of bills; preparation of registration materials, name badges, handouts, audio visual materials, evaluations; maintenance of records.
- Assist in planning, organization and coordination of other conferences and workshops and any leadership development activities related to G-CASE.

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Legislative:

- Coordinate, monitor, and represent the association before state and national decision-makers including the Georgia General Assembly and State Board of Education with the Legislative Committee and Executive Board.
- Inform membership of legislative, policy, and related issues.
- Assist in the monitoring and reporting of the activities of a variety of agencies and organizations, including the Georgia General Assembly and State Board of Education.

Communications/Public Relations:

- Serve as conduit for information among membership, media, and other organizations
- Coordinate and supervise all publications and website with the Communications committee.
- Assist in the development and coordination of publications and website materials related to G-CASE.

Work Schedule:

The executive director shall work 115 days per fiscal year. The executive director shall develop an annual fiscal year calendar of days to be worked for approval by the Executive Board and submit monthly reports of days worked to the president.

Other:

- Other duties may be assigned as needed by the Executive Board and G-CASE president.

Evaluation:

The executive director shall be evaluated annually by the Executive Board of Directors according to procedures and schedule adopted by board policy. The Board shall report results of the annual evaluation to the executive director.