



## NICA Job Descriptions for Executive Director and Secretary

### **NICA Executive Director**

The Executive Director is the Executive Officer of the National Ice Carving Association. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director (salaried position) will fulfill the following duties:

#### Specific responsibilities of director:

Assure that the organization has a long-range business and marketing plan in which it achieves its mission and goals as the standard for the ice carving industry and competitions.

Provide leadership in developing educational, organizational and financial plans with the Board of Directors, and carry out plans and policies authorized by the board.

Preside at all Board Meetings and prepare meeting agenda and organize conference calls.

Responsible as editor of "On Ice" Newsletter

Maintain official records and documents, and ensure compliance with federal, state and local regulations. (Taxes, Legal, Minutes and Bylaws)-Secretary maintains Director confirms.

Keep association correspondence current (phone, letters, mailings, replies to questions email, snail mail, and fax) responding within 1 business day to any incoming correspondence.

Promote and sell events and up-sell current events. Secretary will handle all old sanctioning clients.

#### In communications, the Executive Director will:

See that the board is kept fully informed on the condition of the organization and all-important factors influencing it.-Secretary and Director.

Carry out tasks and requests given by the Board Members and Committee Chairman.

Publicize the activities of the organization, its programs and goals. Follow up on requests for competition sanctioning.

Establish sound working relationships and cooperative arrangements with community groups and organizations.

Represent the programs and point of view of the organization to agencies, organizations, and the general public.

Provide NICA officers with all administrative responsibilities such as producing records, writing letters, contacting event planners.

Maintain current and updated web info including event calendar. Work with Secretary

Type out minutes from meetings and have them sent out within one week of the upcoming board meeting. Prefer earlier. Send out outline within one week of last board meeting.

In budget and finance, the Executive Director will:

Be responsible for developing and maintaining sound financial practices.

Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.

Ensure that adequate funds are available to permit the organization to carry out its work.

Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.