

NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

Title: NRCSA Executive Director (updated from 2013 description)

The Executive Director of NRCSA is the chief administrative officer of the association who, is hired, contracted, reports to, and is evaluated by the Executive Committee.

The Executive Director shall act in accordance with board policies and directives as well as within the laws and regulations established by the State and Federal Governments. The administration of NRCSA is delegated to the Executive Director and duties and responsibilities shall include but not be limited to the following items:

- 1) The Executive Director of NRCSA shall serve as a public advocate of rural community schools and rural education.
- 2) Maintain, direct and administer an effective legislative and government relations program to represent the interests of the NRCSA membership and in conjunction with the NRCSA Executive and Legislative committees.
- 3) Maintain a scholarships, awards, and recognitions program via the Scholarship and Recognition Committee.
- 4) Recommend to the Executive Committee such operating policies, procedures, finances, risk management, and staff needs as are necessary to accomplish the purposes of NRCSA.
- 5) Direct and supervise the delegated, assigned, and self-generated activities of the administrative aide.
- 6) Coordinate the programs and services to support the mission and purposes of NRCSA.
- 7) Organize and conduct the annual Spring Conference, Legislative Forum, and Golf Tournament, as well as other seminars and events as directed by the NRCSA Executive Committee.
- 8) Annually evaluate the programs and services and make recommendations to the Executive Committee regarding the retention, modification, or initiation of programs.
- 9) Develop and maintain a program which is responsive to the needs of membership.
- 10) Secure and contract with appropriate consultants and create teams for NRCSA programs.
- 11) Serve as the chief financial officer of the organization and insure an acceptable financial accounting and reporting system is in place, as well as manage contracts with personnel and entities, the rental agreement, facilities, equipment, and office space.
- 12) Maintain communications with, act as liaison to and join collaborations with other organizations having an interest in public education and rural community issues.
- 13) Supervise the preparation of notices of meetings to members, agenda packets, reports for the Executive committee and annual budget, and minutes of meetings.
- 14) Provide and maintain regular communication with the membership through multiple venues.
- 15) Maintain a presence and relationship as an individual and state affiliate with the National Rural Education Association (NREA) and National Rural Education Advocacy Coalition.