

National Association of State Election Directors (NASED)

Core Services Expectations for Executive Director | September, 2017

General Administrative Services

- Report directly to NASED leadership regarding financial, organizational and operational management and planning.
- Maintain timely communication with NASED leadership, at minimum monthly conference calls with the President, Immediate Past President, and Incoming President.
- Maintain electronic and paper files, including but not limited to NASED Executive Board minutes, tax returns, financial statements, correspondence.
- Maintain and update bylaws and policies.
- Monitor and respond to telephone and email inquiries within one business day. Seek guidance from NASED leadership with responses when necessary.
- Create state director surveys upon request. Issue surveys within one week.
- Coordinate the distribution of general correspondence at the request of NASED members.
- Keep all NASED directories, rosters, and email distribution lists up to date.
- Notify NASED Executive Committee of changes to state director appointments.
- Send welcome email to newly appointed state election directors.
- Provide equipment and supplies to service the needs of NASED, such as name badges, lanyards, folders, labels, tent cards, printer, laptop, ink, etc.
- Oversee selection and purchase of board gifts.

Conference Planning and Meeting Logistics

- Assist with site selection for up to four meetings per year: Winter Conference, Summer Conference, Spring Executive Board Meeting, and Fall Executive Board Meeting.
- Solicit competitive bids for conference/meeting locations that are not co-located with NASS or the Election Center.
- Summarize and disseminate proposals for conference locations to Executive Board.
- Once site is selected by the Executive Board, negotiate contracts with event locations, including but not limited to food, banquet, AV orders, and hotel logistics.
- Build and manage the registration process for the Winter and Summer Conferences.
- Manage vendor registration for the Winter and Summer Conferences.
- Process meeting registrations, create attendance lists, and monitor registration payments for the Winter and Summer conferences.
- Follow up and resolve payment and registration issues.
- Monitor membership as conference registrations are received to ensure NASED dues are paid.
- Respond to conference inquiries within one business day.
- Proof and update NASED membership information from conference registration forms.
- Distribute conference save the dates and announcements to all NASED members and other stakeholders.
- Coordinate logistics with NASS or the Election Center during co-located meetings, including sharing the NASED agenda.
- Assist the Executive Board with program development.
- Invite and work with speakers/presenters to arrange logistics. Follow up to confirm.

- Send agenda updates to the Executive Board as speakers are confirmed.
- Post draft agenda on the NASED webpage.
- Send the full agenda to the NASED membership.
- Coordinate banquet set up, food, and AV needs for every event.
- Coordinate 1 – 2 extracurricular activities for the Summer Conference.
- Create guest registration for extracurricular activities.
- Arrange for transportation for extracurricular activities.
- Communicate extracurricular activity arrangements to conference attendees.
- Prepare agenda and reports for conferences and board meetings.
- Create meeting materials, including name badges, agendas, meeting folders, tent cards, vendor inserts for folders. Assemble separate packets for NASED Executive Committee, NASED members, and Non-NASED members.
- Assemble and ship support materials to conference location, such as state flags, President's Book, extra copies, printer, lanyards, NASED pins for new directors, gavel, projector, laptop, etc.
- Provide onsite coordination for conferences and executive board meetings.
- Act as liaison with hotel for room set-up, AV needs, food and beverage services, etc.
- Set up meeting rooms as directed by the Executive Board.
- Set up hospitality suite as directed by the President. Initiate contact with the President in advance of meetings to be prepared to accommodate needs.
- Serve as onsite support for conference attendees.
- Break down meeting rooms after events. Pack and ship materials back to NASED Executive Director's office.
- Schedule and support NASED Executive Board meetings.
- Organize and generate meeting follow up as directed by the executive board.
- Review and modify, if necessary, the master bill from hotel for food, banquet, and AV before authorizing payment.
- Provide documentation to facilitate approval of conference presentations for continuing legal education credit or other educational credit.
- Write thank you notes for all conference speakers/presenters within 2 weeks of meeting.

Financial Management

- Work with NASED leadership to oversee budget and as needed, develop and implement fiscal strategies and recommendations including but not limited to risk management and insurance coverage.
- Prepare and maintain financial reports, statements, and records.
- Track and record receipts and disbursements.
- Manage disbursements – write checks, ensure proper signatures affixed, send to vendors.
- Issue and account for credits, when necessary.
- Assist with budget preparation.
- Reconcile accounts, monitor balances, and serve as bank liaison.
- Prepare annual tax return. Send to NASED officers.
- Act as NASED liaison in an audit or financial review.
- Prepare profit/loss reports for Winter and Summer conferences.
- Invoice and process annual membership dues.
- Inform Executive Board of unpaid members.

Awards

- Order Distinguished Service Award.
- Create Distinguished Service Certificates.
- Facilitate Distinguished Service Presentation at Summer or Winter NASED meeting.
- Request panel of judges from NASED president to evaluate the state submissions for the Election Center's Professional Practices Papers.
- Send entries and scoring criteria to the judging panel.
- Order Professional Practice Presentation Award in conjunction with the Election Center.
- Create Professional Practices Presentation Certificate in conjunction with the Election Center.
- Notify the winning state by email.
- Facilitate Professional Practices Presentation at Summer or Winter NASED meeting.

Website

- Serve as NASED's website designer and manager.
- Maintain domain name registration, web-host, and files on site.
- Ensure website is perpetually modern and up-to-date, as directed by the NASED board.
- Oversee and make updates to the NASED website including design and security, as needed.
- Keep website secure and free from malware.
- Publish best practices and presentations on the NASED website.
- Publish conference information, including presentations.
- Keep the NASED member and executive board rosters with contact information up to date.
- Post job announcements upon request.
- Link to other resources, such as the EAC, NASS, NCSL, etc.
- Create a member sign-in page for non-public member resources.

Newsletter

- Coordinate submission of news articles for the annual NASED newsletter. Work with the NASED board to determine the annual publication date.
- Work with the President-elect to assemble articles, create, and proof NASED newsletter.
- Distribute newsletter to NASED members.