**PASC Assistant Executive Director Guidelines**

**Working with Regional Reps.**

* Plans any agenda for student meetings (afternoon and evening)
* At each board meeting, meeting with reps. on specific tasks: August-training new reps in their roles, March-working with reps. on roles at Region 2 conference, NASC conference, district conferences January- working with reps. on evaluation of conferences and their roles and input on their projects
* At each board meeting, setting up some type of “icebreaker” between reps. and rest of the board members to help get people acquainted
* Facilitate meeting time between reps. and district directors with specific topics for input
* Create agendas for all meetings for reps. to refer to and take notes on.
* Follow–up emails and phone calls and FB and Twitter with reps. on assigned tasks between board meetings

**Working with PASC President**

* Review of job description and discussion of ideas for training new reps., state project, and ideas that he/she would like to do
* Follow-up emails and phone calls with President before and after meetings.
* Troubleshoot with president about various issues.
* Acquaint with roles at Region 2 Conference, NASC Conference

**Working with PASC President-elect**

* Review of job description and discussion of ideas for training new reps., state project, and ideas that he/she would like to do, while working with president
* Follow-up emails and phone calls with President-Elect before and after meetings.
* Acquaint with roles at Region 2 Conference, NASC Conference and chain of command

**Working with Region Directors**

* Create and update training manual for district directors (RD Boot Camp)
* Train directors in all phases of their job.
* Create an agenda of items for review at each board meeting and conduct session based on needs at time or various parts of Boot Camp manual for review.
* Do problem solving with whole group about issues, especially about working with region reps.
* Make sure all districts have working boards of directors that are meeting on a regular basis.
* Maintain copies of constitutions and other district documents on Google Docs. For sharing
* Discussion of various speakers and programs for district conferences. Offer information from NASSCED, NAWD or other conferences( CADA) on various topics.
* Create with RD and Technology Coordinator some type of online registration for conferences and other district forms that could be used across the state.
* For new district directors, do training and send copy of Boot Camp Manuel and assign a mentor for that person, who is local to them for help their first year.
* Recognize district directors for his/her service to the district at state conference. (Need to do more of this.)
* Review RD job description of job every three years.

**Responsibilities for State Conference**

* Serve as an additional resource to schools/advisors seeking to bid for state conference from meeting with students/advisors to see the bid, phone calls about the bid, writing a more elaborate job description about various committees and jobs.
* Review of all state conference reports before meetings from host schools (could be as many as 3 different hosts with beginning, middle and final reports.) Set time periods with Conference Chairpeople.
* Train steering committees: team building, communication, job description, chain of command and other topics needed, if needed and requested
* Review of conference budget before the March board meeting and advise changes or additions that might be needed.
* Review of any state documents that might be needed for conference with changes
* Review of any contracts that are signed by host school.
* Maintain state documents on Google Docs (registration, commitment forms, medical form, workshop rubric)
* Be part of the review committee for March Board Meeting. Be a trouble- shooter on protocol, procedures, and problems.
* Work with executive director on all presentations made on stage (regional representatives, district directors and special recognition)
* Troubleshoot any other issues that occur at conference
* Be available for drop-in meeting of board and explanation of agendas needed to be covered at caucus meetings.

**Responsibilities at NASSCED and NAWD**

* Attend both meetings/conference representing PASC as a voting member
* Present seminars/workshops on numerous topics as requested by the organization's board of directors for the membership/other delegates
* At each NASSCED meeting (2 of them) meet with the other executive directors of Region 2 for region issues as directed by NASSCED Region 2 rep.
* Help with the organization of the Region 2 conference including, program ideas, speakers, schedule, etc.
* Participate in interview and voting for new student/advisor to NASC advisory council when it occurs
* Present a workshop at Region 2 Conference, if requested.
* Be liaison to PASC Board about issues, requirements from Region 2 and NASSCED in general from meetings at PASC board meetings
* Be Chairperson of Constitution and Policy Committee and offer info that may affect our organization from these meetings.
* Serve as NASSCED Region 2 rep to NASSCED Executive Board, if requested and possibly in an officer position to oversee the needs of Region 2.
* Bring back ideas from both meetings to all areas for board usage.
* Assist the Region 2 rep/student/advisor if from PA. through phone calls, emails and other needs
* Liaison to NAWD from the board. Work with Camp Directors and staffs to facilitate them attending NAWD Conference, by handling their registration as a group to get the discount to attend conference and sending out all information to Camp Directors on procedure.

**Responsibilities for Region 2 Conference**

* Announce opportunities for regional reps. and students from various districts to attend the conference

**Responsibilities for selection of Student on State Board of Education**

* Read applications from all students applying for the position
* Participate in conference call on selection of 5-6 candidates to be invited for interview
* Participate in the whole selection process from 8:00am-5:00pm.
* If executive director is not in attendance, facilitate the whole selection process for the day. Notify the candidates of decision. Notify the State Board of Education of decision.

**Responsibilities at PASC Board Meetings**

* Communicate with State president and Conference Chairs regarding review reports to be presented
* Check with host school regarding reports to be presented
* Review budget to help host school in advance of meeting
* Set up icebreakers for meetings.
* Give instructions for each committee about writing committee reports
* Serve on Constitution and Policy Committee as chairperson
* Sign checks, if needed.
* Conduct meetings/trainings with Region Directors/region reps.
* Meet with various coordinators before the meeting to discuss topics to help with the organization of the meeting.
* Run meetings if executive director is not in attendance
* Report on NASSCED meetings and NAWD meetings to board

**Other responsibilities**

* Troubleshoot and review plans for an event with executive director thru emails, phone calls or at meeting
* Serve as person who sends cards, flowers etc. from PASC on a needs basis to other board members
* Be a signatory on all PASC financial accounts.
* Prior to all Executive Board Meetings, the Assistant Executive Director shall consult with the Executive Director in the planning of the meeting agendas.
* Upon the death/resignation/incapacity of the PASC Executive Director,The Assistant Executive Director shall:

Obtain all PASC equipment, materials, membership, and financial records.

Meet with the PASC Treasurer to ensure knowledge of all financial matters.

Handle correspondence and work with the Publications Coordinator on appropriate announcements

Assume the full responsibilities of the ED position.

The full responsibilities of the Assistant Executive Director assumed upon the death/resignation/incapacitation of the Executive Director shall end with the election of a new Executive Director and assumption of office.

The Assistant Executive Director shall be elected for a term of three years, not to coincide with the election of the Executive Director.

The election of the Assistant Executive Director shall be held at the August Executive Board meeting by the executive board through nomination by either the Constitution & Policy Committee, or at the discretion of the Executive Director, an ad-hoc committee

The Assistant Executive Director shall assume the position on January 1 of the year following the selection.

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