

## Southern States Communication Association Executive Director – Position Description and Call for Applications

The SSCA Constitution includes this description of the position: The Executive Director shall perform all ordinary duties of the Secretary and Treasurer of the Association and of the Executive Council:

1. As Treasurer, the Executive Director shall furnish a financial report at each annual convention. The Executive Director shall incorporate into the report a financial accounting covering all publications and the results of the official independent accounting review.
2. The Executive Director shall notify the National Communication Association Executive Offices of the names and addresses of the newly elected High School, College, and Community/Two Year College Representatives to Legislative Assembly immediately after the election results have been announced.
3. The Executive Director shall appoint a newsletter editor and a Webpage Editor.
4. The Executive Director shall publish the SSCA newsletter and conduct Association elections in accordance with procedures outlined elsewhere in the Constitution.
5. The Executive Director shall negotiate and sign all contracts on behalf of the Association, subject to approval of the Association.

Additionally, the SSCA Executive Director provides ongoing support and guidance to the elected leadership team members including developing and providing timelines for completion of tasks, ensuring conference program completion and delivery, providing guidance regarding policy implications of decisions, and taking/providing minutes at meetings. The Executive Director also serves a significant role in the selection of the annual convention site, the negotiation of the site contract with the hotel, working closely with each SSCA Vice President/convention planner, and overseeing the registration, reservations, and administration of the annual convention.

Term of Service: 4 years, with an additional year shadowing the current ED prior to assuming the post and an additional transition year following completion of the four-year term during which the current ED is shadowed by the new appointee [total commitment 6 years].

Initial shadowing year: April 2019-April 2020; full ED duties assumed April 2020.

### **Preferred Qualifications:**

Some Administrative experience with funds that reflects accountability  
Ability to have discretion over one's schedule and flexibility for required travel  
Institutional support such as staff support and phone and printing expenses  
Some understanding of 501c3 type organizations  
Ability to manage conflict constructively  
Significant organizational skills  
Positive reputation and respect among association's membership  
Familiarity with and passion for the association and field

**Interested candidates are encouraged to submit the following materials via email, preferably in pdf format, by August 15, 2018 to Roseann Mandziuk, Texas State University, [rmo7@txstate.edu](mailto:rmo7@txstate.edu).**

Letter of application including relevant experience and available resources

Current CV

Two letters of reference that address preparation and ability to succeed in the position

Statement from campus executives supporting the applicant and the location of SSCA on campus.

Statement of willingness to undergo a personal credit check if deemed necessary