

SEAALAS Standard Operating Procedure		Revision 00 Date: April 20, 2011
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- I. The Executive Director (ED) is contracted for a 2 year term by the Executive Committee.

- II. The ED will give 6 months notice if they do not plan to renew additional terms. The position is a paid position of a minimum of \$250 a month. The main purpose of the ED is to assist the officers in conducting SEAALAS affairs and providing long-term continuity and stability. There will be an annual evaluation during the last quarter of the President's term, and it will be reviewed by the board at the first quarterly meeting.

- III. The ED will:
 - a. Maintain the permanent mailing address and database of all SEAALAS members and receive correspondence.

 - b. Be responsible for all income and account statements for SEAALAS. All income and account statements should come to the ED through the permanent SEAALAS mailing address. The ED will collect and keep a record of dues and any other funds received. The ED will maintain the SEAALAS check book and the Visa Bank Card and will make payments as necessary. The ED will provide copies for any applicable financial statements and information to Treasurer in a timely manner.

 - c. Assist Executive Committee and Program Committee in planning and arranging meetings.

 - d. Be responsible for distribution of the minutes of previous meeting submitted by Secretary to the board for review and approval via e-mail or hard copy. Once the minutes are approved, they will then be forwarded to the Communications Chairman for inclusion in the next/subsequent Quarterly Branch newsletter.

 - e. Be responsible for bringing one formal copy of previous meeting minutes to the next Executive Committee Board meeting for official signatures.

 - f. Archiving hard copies of approved minutes in a secure file cabinet. Location of file cabinet is in the offices of the current Executive Director's employment and its location and access is allowed upon request to SEAALAS board members.

 - g. Distribute and assist in the preparation of a quarterly Newsletter.

 - h. Assist in preparation and distribution of the Membership Directory.

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- i. Serve as an ex-officio member of the Executive Committee.
- j. File timely reports such as:
 - i. IRS forms
 - ii. Submission of SEAALAS officer roster and membership roster to AALAS
 - iii. News articles for bulletins for AALAS.
- k. Serve as a liaison between SEAALAS and AALAS to become a central source of information for members regarding AALAS and Branch affairs.
- l. Maintain permanent SEAALAS records in an orderly, readily accessible manner. Records include, but are not limited to, SEAALAS correspondence, current roster of membership, tax information, committee reports, and historical documents.
- m. Maintain SEAALAS P.O. Box.
- n. Maintaining an accurate list of all organizational by-laws and Standard Operating Procedures (SOP) for SEAALAS. The ED should provide a list of the organization SOPs and a digital copy to the President-Elect within the 1st Quarter of the term for the annual SOP review. Upon completion of SOP review and/or approved revisions, the ED is responsible for archiving historical and current SOPs for SEAALAS. The files should be archived both on the SEAALAS server in digital format and in the SEAALAS secure cabinet in paper format.