



JOB ANNOUNCEMENT: AMEA EXECUTIVE DIRECTOR

OVERVIEW

The Alabama Music Educators Association is seeking applicants for the position of AMEA Executive Director. This position is appointed by the Governing Board for a yearly term with annual review for reappointment. Applicants should submit their resume and cover letter describing their qualifications and their interest for the executive director position on the AMEA website at <http://myamea.org>.

TIMELINE

- **March 14, 2022:** Application deadline
- **June 8, 2022:** Position appointment
- **July 1, 2022:** Position starting date

RESPONSIBILITIES

- Maintain a list of names and addresses of all members.
- Conduct elections as described in the AMEA Constitution and By-Laws.
- Assist the President in implementing plans for the Professional Development Conference by procuring hotel and convention center rates and planning and conducting the exhibits.
- With the assistance of the Division Presidents, prepare the program for the AMEA In-Service Conference.
- Serve as Chief financial officer, collect money due the association, pay bills incurred by the association
- Present written reports at each meeting of the Governing Board.
- File appropriate tax documents with the IRS.
- Submit his/her records for audit at the request of the Governing Board.
- Attend meetings of the Governing Board as an ex-officio member and serve as a non-voting member on the Budget Committee.
- Maintain an accurate directory of exhibitors and vendors for the In-Service Conference.
- Maintain membership in AMEA.

CANDIDATE PROFILE

The successful candidate will bring a variety of skills and expertise, including:

- Ability to work independently, as well as maintain a positive working relationship with other staff and the Governing Board.
- Organizational skills.
- Communication skills via phone, email and in-person.
- Proficient computer skills using MS word, MS Excel, Adobe Acrobat, and QuickBooks.
- Working knowledge of accounting policies and procedures for a non-profit organization, including IRS payroll forms, form 990, etc.
- A Master's Degree in Music Education with teaching experience is preferred.