

Position Opening: Executive Director for Association for Specialists in Group Work

The Association for Specialists in Group Works (ASGW) seeks a consultant to serve as the ASGW part-time Executive Director. This position involves overseeing the administration of a several-hundred person professional association, including fiscal management, membership support, and administrative support. The position is designed ideally for a candidate working from a home office and will be required to travel to the executive board meetings at least twice a year. ASGW invites members of under-represented groups for this position including persons of non-dominant ethnic/racial, gender, age, social class, sexual orientation/gender identities, and/or cultural identity to apply.

Qualifications, Experience, Areas of Expertise: A master's degree in counseling or related field and/or nonprofit management is required. Understanding of the group work field, and experience in association management as an Executive Director or in related areas is preferred. Technology skills (especially database management programs), social media, and website management is required. The position is halftime. As a consultant benefits will not be provided. Travel associated with the position is reimbursable.

Start Date: July 1, 2012. Application review will begin Feb 1st, and the position will remain open until filled. E-mail letter of application, resume/CV, and names and contact information of 3 references to Niloufer Merchant, Search Committee Chair at niloufermerchant2@gmail.com.

The expected time devoted to the responsibilities of Executive Director is approximately 20 hours per week. The details below capture the broad range of duties that the Executive Director may be called on to perform. We recognize that this list is far too long for a part-time director. Accordingly, the actual responsibilities will be negotiated from among this list, based on association priorities. Each year the Association's Executive Board and Executive Director will assess the year's outcomes and define the upcoming year's priorities.

The ASGW Executive Director is responsible for overseeing the daily operations of the Association, for providing continuity in leadership of the association, and for creating innovative goals and strategies consistent with the mission of the association. The executive director is an *ex officio* non-voting member of the Executive Board and of all ASGW committees and task forces.

Fiscal

- Provides consultation to the Treasurer, President and Executive Board members as requested in developing and implementing an annual budget.
- Understands appropriate income from royalties, and appropriate cost-sharing of national conference revenue.
- Assists the President to negotiate and complete hotel contracts, credit applications, and letters of agreement with ACA. Tracks letters of agreement and contracts, to ensure appropriate and timely signatures, and receipt of final signed copies. Oversees and assures follow-through on contracts and letters of agreement.

- Reviews and advises the Executive Board on ACA's performance on the Management Services Agreement and other agreements with ACA.

Administrative Support

- Attends all ASGW business meetings and at the discretion of ASGW President, attends ACA leadership meetings with the President.
- Orients new ASGW officers and Executive Board members to the policies and procedures of the association governance.
- Consults with ASGW officers, Executive Board members, committee chairs, and branch officers to provide support and information when needed.
- Collects and files archival material (e.g., official minutes, contracts, copies of products) with ACA and ASGW.
- Assists the President in preparing support/informational documents necessary for conducting Association business.
- Assists in the development and implementation of a strategic plan for the Association.

Membership Services

- Develops and presents an innovative and creative membership plan in collaboration with the Membership Committee and other related committees to Executive Board annually for approval. Implement and evaluate membership plan and present results to ASGW Executive Board. Annually review membership plan and revise as needed.
- Assists Membership chair with monitoring recruitment and renewal of memberships by helping to develop letters of invitation to potential members and reminders to lapsed members, and by purchasing appropriate mailing lists of potential members. Assist in keeping the membership brochure up to date.
- Assists Branch committee chair in branch development and sustenance strategies.
- Provides CEU opportunities to members using innovative strategies.

Media and Marketing Services

- Monitors product development process presentation to Executive Board for approval, and notification to author(s) of decision. Delivers final approved products to publishers.
- Develops and arranges for advertising of ASGW products in consultation with treasurer.
- Insures that ASGW products and initiatives are appropriately represented at regional conferences
- Provides non-technical oversight and management of ASGW website to ensure the material is up to date and timely.
- Investigates use of website for producing revenue, such as by providing CEUs, selling advertisements, selling promotion items, etc.
- Oversees all technology related matters such as list serve moderation, social media, and other emerging technologies.
- Cultivates and supports the development and implementation of a marketing and public relations campaign.
- Follows through on requests for product reprints and authors' copies.

- Ensures there is an ASGW exhibit booth at ACA conferences. Assists in planning the activities for ASGW exhibit booth.
- Manages the process of responding to ACA requests for updated information on dues, journal subscription rates, and publication catalog insertions.
- Supports the newsletter editor in obtaining submissions for the *Group Worker*. Writes business-related news articles and announcements for *Counseling Today* and *Group Worker* when requested by the president.

ACA and Bi-annual ASGW National Conferences

- Serves as the repository of historical planning information and know-how for the chairpersons of ASGW national conferences.
- Investigates and assumes administrative responsibilities from ACA when cost effective, especially the Extended (Administrative) MSA and the Conference Services Agreement.
- Consults with conference coordinator and ASGW Executive Board representative to develop a conference budget that is submitted to ASGW Executive Board for approval at least a year in advance.
- Consults with the on-site planning committee to reserve facilities for the designated dates of the national conference.
- Collaborates with the conference coordinator and President-elect on conference format and activities.
- Consults with the Treasurer to maintain statistical records of conference attendance, hotel utilization, exhibit hall sales, and actual expense and income.
- Manages awarding of CEUs and keeps records of CEUs.
- Provides oversight and assistance with all aspects of ACA and ASGW national conference management (site development, programming, notices and announcements, etc.).

Accountability

- Prepares a time and task report for the Executive Board annually and forwards it to the Board for its meeting during the Spring ACA conference.
- Adheres to the same policies and procedures for travel reimbursement and office expenditures as defined by ACA's policy.

Committee Oversight and Support

- Oversees the functioning of each of the committees in the implementation of the mission and strategic plan of the organization.
- Assists committees to identify yearly goals and plans in conjunction with the "ends policy" and strategic plan of the organization.
- Provides logistical support to committees as needed.