

ASIANetwork

EXECUTIVE DIRECTOR POSITION DESCRIPTION

BOARD AND BOARD MEETINGS:

The Executive Director is the chief administrative officer of ASIANetwork and has operational responsibility for all consortium constituencies and activities, including membership, Board of Directors meetings, budget, grant-funded projects, the annual conference, resource development, publications, and planning. The Executive Director is appointed by the Board of Directors and reports to the Board; the Executive Director also serves as a voting member of the Board. Board-related responsibilities include:

1. Arrange the site and logistics for the fall board meeting (hotel contract, reservations, etc.); arrange logistics for the spring board meeting held in conjunction with the annual conference.
2. Work with the board chair to prepare the agenda for the fall and spring board meetings.
3. Prepare materials for the board meetings – solicit reports from program directors and committee chairs; ensure that board members receive the materials (via e-mail) in a timely manner before the board meeting; work with AN Administrative Assistant to prepare the board meeting packets.
4. With the AN Controller, prepare up-to-date financial report; summarize the materials submitted by the controller for ease of presentation to the board members.
5. Work with AN Administrative Assistant to prepare the fall and Spring Board minutes
6. Make certain that incoming board members have adequate information about board responsibilities (orientation meeting over Thursday dinner to prepare for the Friday Board meeting in the spring) and about the logistics of getting to the board meetings. These information are included in the letter inviting them for nomination to the Board but because of the time gap between the invitation (usually in late summer/early Fall) and the Spring Board meeting, Board nominees need to be reminded about these details before the meeting.
7. Reimburse board members for the expenses incurred for attending the board meetings – process reimbursement claims, send request to the AN controller, pick up checks, sign and send. (Note: reimbursements to the ED are approved by the controller and by either the IWU VP for Business and Finance or the IWU Controller)
8. Monitor/give input in the selection of the new vice-chair of the board and the selection of new nominees for board membership following the guidelines spelled out in the "Cache of Lore"
9. Provide the historical memory/context for board discussion (thus need to study/review files/archives, Cache of Lore, Board minutes and other documents).
10. Prepare "Board Action and Things to Do" list to guide/remind board members of tasks to be done in between board meeting.

MEMBERSHIP:

1. Continuously update of current members for the membership; refer new membership applications to Membership Committee through the committee chair, sometimes give input.
2. Prepare the cover letter for the Fall membership renewal mailing packet. Prepare the materials for the Fall board mailing; orchestrate assembling the over 1,100 packets.
3. Work with AN Administrative Assistant to solicit from each college 8 faculty/administrators to be included on membership list; monitor if number exceeds 8 and charge additional \$10.00 per person (this ends this year per Board decision). Now we need to monitor which schools have more than 8 registered members and send to the contact person 8 copies of the mailings to share with faculty members from the school. All others will receive individual mailings.
4. Help AN Administrative Assistant to resolve issues with the Wild Apricot on-line registration system. Take over some of the problem cases that need follow-up.
5. Work with AN Administrative Assistant and AN Website Manager to make certain that membership list on website is accurate and kept current (usually done monthly). Final update for the year is done after the conference.
6. Work with Membership Committee to follow-up on all non-renewing members and encourage dues payment. Ask AN Administrative Assistant and other AN staff to produce updated lists regularly, help Patra figure out how to respond to Membership Committee requests if she is unsure how to proceed.
7. Maintain the tradition of direct and personal interaction with all members and potential members (personal letters, phone calls, e-mail).
8. Work with AN Administrative Assistant to provide bulk mailing labels to affiliate organizations that need them.

ANNUAL CONFERENCE

1. Help in site selection (work with hotel about details of the conference, negotiate and finalize contract)
2. Work with board vice-chair to organize logistics for the conference program (Details to attend to: number of sessions, keynote and hot topic speakers, plenary sessions, breakout sessions, cultural presentation, reception, pre-conference trip, meal arrangements, etc.)
3. Visit the site of the conference to make final arrangements at least one month before the conference.
4. Coordinate with the vice-chair on all technical arrangements (i.e. data projector, DVD, CD player, etc.) needed by panelists/presenters at the conference. (Starting the 2009 conference, we have asked panel chairs to provide the data projector for their panels but inevitably, some of them informed us that they do not have the equipment so we end up providing them.)
5. Coordinate the book displays and program announcement tables.
6. Work with vice- chair (conference program organizer) and AN Administrative Assistant to prepare final copy of conference announcement and program; send to Board Web Master and AN Web

Manager for web posting as early as possible (preferably by early November if conference is in March; a few weeks later if conference is in April)

7. Work with AN Web Manager to get ready the on-line conference registration; when program and registration are ready on-line, inform membership via e-mail to listserv.
8. With AN Administrative Assistant and other AN staff monitor conference registration (keep track of those registering for pre-conference trip); notify those sending in fees that payment has been received.
9. Coordinate our registration with hotel registration so we do not get charged for attendees who register outside the negotiated hotel rate. If we do not have a CMP contract, provide numbers to hotel for all the meals/food services we need.
10. Work with local organizer on the logistics of the pre-conference trip and the reception at the host school.
11. With AN Administrative Assistant to prepare list of conference attendees and all materials for the conference packet. Supervise assembly of about 200 conference packets.
12. Arrange lodging of keynote speakers.
13. During the conference, trouble-shoot when problems arise.
14. Request stipend checks for keynote speakers and other presenters – present to them at the conference (ask them to fill-in a W-9 form).
15. Reimburse keynote speakers for their travel expenses.
16. Settle accounts with the conference hotel and other providers at the end of the conference.
17. With the board chair, prepare the Agenda for the Business Meeting.
18. Prepare minutes of the Business Meeting (with AN Administrative Assistant).

WEBSITE

1. Work with Board Webmaster and AN Website Manager to ensure that website is kept up-to-date. Bulk of work is done at the beginning of the year to update information that changes annually (e.g. Fact Sheet, Membership list; Board members, conference information, etc.)
2. Respond to requests from members for posting on the website; usually referred to Bob.
3. Periodically monitor website for potential updates needed.
4. In March, send check to St. Olaf College for hosting the website and for Craig Rice for his service as website manager. Send check to Board Webmaster for his oversight of the website.
5. After the conference, work with Board Webmaster to send attractive announcements via e-mail to the listserv about Call for Panels and Paper Proposals, Deadlines for various AN programs. (Reminder announcement is sent again in late summer.)

PUBLICITY and PUBLICATION (brochure, journal, bulletin)

1. Work with Publicity Committee on brochure
2. Meet with journal editors to plan the next issue. Trouble-shoot/resolve some issues.
3. Work with the journal editors to solicit pieces for publication (occasionally).
4. Help journal editors to meet deadlines. (This includes help with copy-editing, final visual inspection of final copy, the pdf from Pinney and approval of the blueline. As always happens, once the editors are finished with editing the texts of the articles, these other details are left to ED and AN Administrative Assistant.
5. Work closely with AN Administrative Assistant on the Winter Bulletin. (Since all the materials for the Bulletin are network-related pieces, ED ensures that all those pieces are provided to AN Administrative Assistant – this includes reminding the Publicity Committee chair to solicit and submit in publishable form the materials for New and Noteworthy. We ask the editors to help with editing the pieces – then AN Administrative Assistant and ED do the final visual inspection of final copy, the pdf from Pinney and the blueline.
6. Work with bulk mailing to ensure that the journal/bulletin is properly mailed and in a timely manner. AN Administrative Assistant oversees this: make certain that current address labels are provided to our mailing services for bulk mailing.
7. Send payment to printer (Pinney Press).
8. Work with Patra to monitor and update the "Complimentary List" for mailings.

DEVELOPMENT and FUTURE PROJECTS

1. Encourage Board members to generate ideas for AN projects; encourage Board members to team up to work on grant proposals; work with Development Committee to prepare proposals
2. Technically, board members develop the proposals with the help of the Development Committee. In the process, the ED facilitates/coordinates the work – ensures that the writing project is moving along. In some cases, the ED participates in the drafting of the proposal. In other words, although the ED may not be involved in the initial drafting of proposals, the ED reads all drafts and provide suggestions and feedback to ensure that the program proposed is in line with our strategic plan and something AN can feasibly do.
3. Join the Development Committee's annual trip to New York City. With the Committee, organize schedule/itinerary for the trip. Prepare materials/packets to be presented to foundation representatives that we meet.
4. Develop and update the Fact Sheet designed especially to present to foundations
5. Work with the Development Committee to do research on potential foundation support.

CURRENT PROJECTS

1. Oversee all current projects: facilitate/help with the implementation: assist in preparation of announcement materials, ensure posting of announcements on the web and production of flyers; assist in drafting award letters, award acceptance document, regret letters, and all other details involved in running the program.
2. Respond to inquiries about the program (if inquirer contacts HQ instead of the program director), help resolve problematic cases before, during and after the program is running.
3. Participate in the selection of recipients (this means reading all applications).
4. Organize the selection meeting (contract and hotel reservations if selection committee meets in person; conference call otherwise)
5. Periodically update funding agencies on projects.
6. Work with Controller to ready the financial statements for our annual reports to foundations.
7. Submit annual reports to foundations in a timely manner.

FINANCIAL

1. Work with Controller to monitor all monies received by AN and all monies disbursed by AN.
2. Monies come to the Executive Director who notes receipt of monies and forwards checks to the controller indicating the account they are to be credited to – this is usually the case for membership and conference registration checks and AN Administrative Assistant does most of these. In case of large checks from foundations, the ED splits up the checks so we do not have more than the FDIC-insured amount in one bank. If AN does not need to draw money from the funds, the ED tries to find a CD to deposit the check for the time being.
3. Manage Operating and Grant funds, keeping the bulk of them in Prime Money Market at Vanguard, or in CDs and ensuring that they are accessible when we need to draw from them. The ED monitors the CDs so that they mature in staggered dates. The ED also comparative shop for CDs: compare Vanguard, Charles Schwab and the local bank and put our money in CD with the one that gives the best CD rate.
4. All disbursements are requested by the ED indicating the account number they are to be charged against. The controller cuts the checks; once ready, the ED picks up the checks, sign them and mails them with a letter of thanks. (Note: reimbursements to the ED are approved by the controller and either the IWU VP for Business and Finance or the IWU Controller).
5. Ensure that all project directors, HQ staff, board chair, website editor, etc. receive their stipends in a timely manner.
6. Ensure that the controller submits a bi-monthly financial report; the ED summarizes this report and submits the summary and the detailed reports to the Finance and Executive Committees regularly. (ED sends them as pdf files to the entire board.)

7. With the board chair and vice-chair, the ED prepares a preliminary budget for the following year for presentation at the board meeting in spring. (The preliminary budget is usually the same as the budget for the current year unless there are expenditures approved at the fall board meeting.)
8. Prepares a revised budget for the year for presentation at the fall board meeting. This is based on the expenditures from the previous year and includes any expenditure approved by the board at the spring meeting.
9. Work with controller to prepare documents for the annual financial review (conducted by an independent accounting firm, Henning, Strouse, Stephens and Jordan). The accounting firm's review is sent with our annual reports to foundations. The financial review is also submitted to the Finance and Executive Committees and to board members who wish to have a copy (there are usually not enough copies for the entire Board).
10. Investment Funds: Work with Jeff Secord (of Clifton Gunderson Financial Advisors, our financial advisor) in monitoring our investment funds. Currently, a little over 50% of our investment funds is managed by CGFA, the rest are in CDs. Similar to what the ED does for our operating and grant funds, the ED monitors the CDs so that they mature in staggered dates. The ED also compares Vanguard, Charles Schwab and the local banks for CD rates and put our money in CD with the one that give the best rate. Thus, in addition to managing our Operating and Grant funds to ensure that AN gets the best possible returns for the monies, the ED also manage half of our investment funds.
11. Prepare investment report to the Board for the fall and spring meetings.

ASSOCIATION FOR ASIAN STUDIES:

1. Work to strengthen ties with parent organization (serve on the Advisory Board of Education about Asia, work with Jon Wilson and Gudrun Patton to help advertise AAS publications, etc.)
2. Submit annual report to the AAS every spring (around the time of the AAS meetings).
3. Ensure that important announcement about AN programs are posted in the "Asian Studies Newsletter" and "Education about Asia" in a timely manner (work with Gudrun on the *quid pro quo* arrangement – we include their announcement materials with our mailings, they place our ads in the AAS Newsletter and EAA free).

COUNCIL OF ADVISORS

1. Keep the members of the Council informed of our activities (initiatives and on-going projects).
2. Remind nominating board member to follow up with nominated Council member. Once this is done, the ED follows-up and confirms the invitation for Council membership.
3. Contact Council members that have completed their first term and request that they extend for another 3-year term.
4. Invite Council members to the Friday luncheon at the AAS meeting; organize the luncheon (find the venue, brief board chair and vice-chair).
5. Prepare materials/packet for the luncheon with the Council members.