

Executive Director Duties

The Executive Director will promote the mission and goals of CAG and will be responsible for CAG's overall administrative, meeting, and fiscal management.

Under direction, performs complex secretarial and clerical functions. Coordinates, organizes, and participates in the various operational aspects of the organization. Performs other related work as assigned and/or required.

The Executive Director works with a variety of sensitive and privileged matters and materials.

The Executive Director will perform the responsibilities outlined below and will not "outsource" or otherwise assign such responsibilities to others unless pre-authorized to do so by CAG's Board President and/or Executive Committee.

The Executive Director will coordinate the activities of CAG and the Board member responsibilities including the organization, planning, layout, and development of assignment time lines.

The Executive Director will prepare or coordinate the preparation of information and data requested for Board review.

This position will report to CAG's Board President and Executive Committee.

Professional Qualifications

- A bachelor's degree
- Transparent and high integrity leadership
- Five or more years senior nonprofit management or equivalent administrative experience
- Solid, hands-on, budget management skills, including budget preparation with CFO, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of CAG's strategic future to staff, board, volunteers, and members
- Skills to collaborate with and motivate board members and other volunteers
- Excellent time management, and written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff and board members
- Strong public speaking ability
- Self-starter who requires little to no supervision to meet goals of organization
- Manage all aspects of the event planning process for CAG's board meetings, virtual meetings, symposiums, summer institutes and conferences, including collaboration with subcontractors, venue identification, contract negotiations, menu development, registrations, housing, invoicing, printing and design of materials and budget track
- Liaise with event sponsors, presenters, and attendees to accurately identify their needs and ensure customer satisfaction
- Work with Districts to maintain accurate W-9 information
- Store and retrieve as needed the CAG's items for conference and other events
- Commitment to compliance with insurance, legal, health and safety obligations at all times
- Ability to successfully manage all elements within time limits and on budget
- Possession of a valid California Motor Vehicle Operator's License

- CPR certification

Additional Experience Desired

- Teaching experience with emphasis on Gifted instruction and differentiation
- Minimum of Five (5) years administrative experience, non-profit management experience, and/or executive director experience
- Knowledge of research-based, effective instructional strategies for students and adult learners in the 21st century classroom with respect to GATE instruction
- Curriculum alignment, authentic assessment, learning theory and effective instructional practices
- Valid California Certificated Credential
- Valid California Administrative Credential K-12

Administrative Management

- Overall management of daily activities of CAG in-home office
- Plan and provide the direction for the continued growth of the Association's membership
- Expected to utilize own computer. CAG will provide software for required ED duties.

Develop/manage publications

- Review and distribute teacher, parent, board, and membership notifications
- Maintain online inventory of GEC and CAG publications

Manage Communications

- Maintain Membership data with Your Membership program or other data management system
- Handle correspondences and e-mails
- Reviews outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation
- Be available to answer phones Monday-Friday and return calls within 48 hours.
- Distribute information to CAG members through Your Membership or other data management system
- Work with the webmaster directly and act as liaison between committee chairs/regional representatives and webmaster to update and post information on the CAG website in a timely manner consisting of audits completed on a monthly basis
- Check the links for activities and reliability
- Coordinate with webmaster and conference committee chairs to create and post online registration for attendees, presenter, and exhibitors, and other publicity materials as needed for the CAG's annual Conference, Symposium and Summer Institutes
- Use Facebook, Twitter, and Instagram to communicate CAG events and support constituents in coordination with the publications chair
- Operates a personal computer and a variety of application software packages

Support awards and elections

- Create forms, ballots, and award certificates as needed
- Follow up with Board Members with respect to award selections
- Send proofs of poster awards to Region members for input

Liaison with Board and Executive Committee members

- Participate in meetings, as appropriate, during week days and up to three 1 - 1.5 hour meetings

- after business hours per month through an online format
- Manage other functions as requested by Board/Exec Committee
- Prepares or coordinates the preparation of information and data requested for administrative review

Conference, Weekend Meetings and Institutes Management

- Overall management of CAG conference, week-end meetings, and Institutes. Negotiates and develops contracts on CAG's behalf for conferences, meetings, institutes, facilities, and services with the Chief Financial Officer
- Oversees conference registration and activities
- Works with the Chief Financial Officer overseeing and updating attendance at conference, and week-end meetings
- Manages the daily activities of the CAG Office in an efficient and timely manner, reporting directly to the President and Executive Committee
- Responsiveness to association members, potential members, and to the general public, effectively utilizing all available communications systems
- Maintains and orders CAG materials for conferences, summer institutes, board meetings, and symposiums
- Disseminates and reviews CAG information with new representatives
- Orders and provides business cards and nametags for board members
- Attends all board meetings and event planning meetings
- Facilitates on-site meeting management for all events, acting as a liaison between the venue and the Board
- Creates and collects online ballots for selection of new Board
- Maintains on Google Drive all digital files and records and makes a shared Google Drive Folder available to Board members for access to specific files
- Updates and maintains awards applications, board roster, letterhead, and other living documents
- Completes any other duties as assigned with respect to the above activities

Fiscal Management

- Works with the Chief Financial Officer with the management and handling of invoices (payable and receivable) to CAG. Assists the CFO as needed with addresses and contacts related to billing
- Assists the CFO with budget planning and expenditure control processes

• Other Executive Director Duties as Assigned

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- Will sit most of the time, but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception

- Must be capable of providing written and oral information, both in person and over the telephone
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

SALARY AND TERMS

1 (a) Salary and Benefits. The Executive Director will be paid a gross annual salary of \$30,000 (“Salary”), subject to applicable payroll and tax withholdings, and in accordance with CAG’s standard pay practices. CAG will provide basic phone service and basic internet service for the Executive Director’s home office. In addition, the Executive Director will be eligible for the following benefits. For purposes of benefits accrued during a “School Year” the School Year runs from July 1 of the year to June 30 of the subsequent year.

(b) Paid Weeks During Office Closure. Effective July 1, 2018, in lieu of vacation, CAG will provide two weeks (10 days) of paid time off each School Year during the following periods of CAG office closure. One week (5 days) of office closure and paid time off will occur during Winter Break, which is defined as the week between Christmas and New Year’s Day. The second week (5 days) of office closure and paid time off will occur during Spring Break, which week will be defined by CAG at the beginning of each School Year. These paid Winter and Spring Breaks are not an accrued benefit, but are a paid benefit extended to the Executive Director conditioned upon her/his employment during such Breaks.

(c) Paid Holidays During Office Closure. Effective July 1, 2018 CAG will provide 7 paid holidays each School Year on the following days of CAG office closure: Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Martin Luther King Jr. Day, Presidents’ Day, Memorial Day. Additionally, when Christmas Day and New Year’s Day fall on a weekday (Monday – Friday) then the CAG office will be closed on such days and CAG will provide these days as 2 additional paid holidays for that School Year.

(d) Paid Sick Days. Effective July 1, 2018, CAG will provide 10 paid sick days each School Year for use by the Executive Director for her own illness or injury. Such sick days accrue on a pro-rata basis each School Year, and do not carry-over from year to year.

(e) Reimbursed Business Expenses. CAG will reimburse the Executive Director for all reasonable and necessary business expenses, pursuant to the policies and practices of CAG. All expense reimbursement requests must be supported by appropriate receipts or other written documentation.

(f) Entire Benefits. The above benefits described in this paragraph 2 are the entire benefits for which the Executive Director will be eligible. Effective July 1, 2018, the Executive Director will not earn any other paid time off or other benefit, including any “comp day” or “personal necessity day.” The Executive Director and CAG understand and agree that the Executive Director performs professional services as an exempt employee, and that she will manage her time as she determines, performing her duties described in the attached job description.

2. At Will Employment. The Executive Director’s employment with CAG will continue for an indefinite term and will be at-will. Such at-will employment may be terminated by either party at any time and for any reason, with or without cause. This paragraph constitutes the entire

understanding between the Executive Director and CAG on the subject of how and when the employment relationship can be terminated. It supersedes any and all prior discussions, agreements and understandings between the Executive Director and CAG, whether written, oral, or implied. The Executive Director understands that although various personnel policies and practices of CAG may be changed from time to time by CAG at its discretion, the voluntary at-will nature of the employment relationship may not be changed except by a written agreement for that purpose signed by the Executive Director and the CAG President.

3. Confidential Information

- (a) Defined. As used in this Agreement the term “Confidential Information” means (i) all financial, operational, business and other information the Executive Director receives or otherwise acquires about CAG, either before or after the Executive Director executes this Agreement, whether or not marked confidential, whether tangible or intangible, and regardless of the form or medium in which such information is contained, and (ii) all financial, operational, business and other information generated from such received or acquired information. Confidential Information includes without limitation (i) strategic planning information (short and long term), (ii) current and historical financial results (including profit and loss data), (iii) pricing, marketing and selling procedures and practices, (iv) market forecasts, (v) customer lists and related proprietary data, (vi) vendor and supplier lists and related proprietary data, (vii) contract data, (ix) credit data, and (x) other CAG trade secrets.
- (b) Non-Disclosure of Confidential Information. During and after the Executive Director’s employment with CAG (i) the Executive Director will keep strictly confidential and not disclose the Confidential Information to any person or entity, (ii) CAG will remain the sole and exclusive owner of the Confidential Information, (iii) the Executive Director will have no claim or rights to the Confidential Information, and (iv) the Executive Director will make no use of the Confidential Information other than as strictly necessary to fulfill the Executive Director’s obligations to CAG.
- (c) Return of Confidential Information. Upon termination of the Executive Director’s employment, regardless of the reason for termination, and at any time upon CAG’s request, the Executive Director will return all Confidential Information to CAG.

4. Miscellaneous

- (a) Governing Law. This Agreement will be governed by the laws of the State of California.
- (b) Severability. If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions will nevertheless continue in full force and effect.
- (c) Entire Agreement. This Agreement constitutes the entire agreement between the parties on the subjects covered, superseding all other agreements and understandings, whether written, oral, or implied. No modification, amendment or waiver of any of the provisions of this Agreement will be effective unless approved in writing by both parties.

- (d) Non-Assignment. This Agreement is for the Executive Director's personal services and may not be assigned, transferred or delegated by the Executive Director to any other person.
- (e) Binding Effect. This Agreement will be binding upon and inure to the benefit of CAG and its successors and assigns, and upon the Executive Director and her heirs and legal representatives.
- (f) Voluntary Agreement. The parties acknowledge that they have carefully read this Agreement and are entering into this Agreement voluntarily, free of any duress or coercion.