

October 31, 2006

## **MEMORANDUM**

TO:           The ALASBO Membership

FROM:        Elizabeth Francis, President

SUBJECT:     ALASBO's Executive Director

In 2001 Melody Douglas resigned as the Executive Director for ALASBO. As she resigned, she wrote a letter that outlined the need for ALASBO to contract for an executive director. The letter was compelling and outlined excellent reasons. Although past board of directors agreed with the reasons, this recommendation took a back seat to other issues being addressed at the time.

The reasons outlined in Melody's 2001 letter remain valid today. At The ALASBO Leadership Conference in August 2006, ALASBO's Board of Directors reviewed this matter. We believe that it is time to act on this matter - the Board approved advertising for a contracted executive director. To that end, a vacancy notice and job description are enclosed. We believe the position will help us move forward as an organization, enable us to offer more training opportunities to the membership, become more visible as an organization and develop professional opportunities that will encourage the membership to grow in their roles as school business officials. I encourage all of you who feel you might be able to serve the membership in this capacity to submit a resume.

I look forward to seeing everyone in December at the annual conference.

**THE ALASKA ASSOCIATION OF  
SCHOOL BUSINESS OFFICIALS  
ALASBO  
IS SEEKING CANDIDATES FOR THE  
POSITION OF  
EXECUTIVE DIRECTOR**



The Alaska Association of School Business Officials—ALASBO—is seeking qualified candidates to serve as their Executive Director. Candidates for the position must have 5 years of Alaskan public school system business/financial administrative and supervisory experience. Candidates must also have interest and experience in organizational management, operating in an educational setting, leadership, organizing and implementing professional staff development and training programs. It is preferred that the candidate has experience in working with professional education associations and with the State Legislature. The position offers an excellent career opportunity to a person who is creative, innovative, and possesses proven leadership skills. A position description for the Executive Director can be found at [www.alasbo.org](http://www.alasbo.org).

The Executive Director is appointed by, responsible to and evaluated by the ALASBO Board of Directors. The Board of Directors will negotiate a contract recognizing independent contractor status with the successful candidate.

**Executive Director Contract Includes:**

- ◆ Contract Length: Twelve months; 33.3% - 50% time.
- ◆ Negotiated contract amount depending on experience.
- ◆ ALASBO travel expenses and certain ASBO travel expenses

Interested candidates should submit their application, contract amount requirement, application letter, letters of recommendations, and any other application materials by email to:

ALASBO Executive Director Search Committee  
Alaska Association of School Business Officials  
C/O Melody Douglas, Chair  
[mmdouglas@kpbsd.k12.ak.us](mailto:mmdouglas@kpbsd.k12.ak.us)

**Executive Director Search Timeline**

- ◆ Applications Due 4:30 p.m., Monday, November 27, 2006
- ◆ Interview Date December 2, 2006 in Anchorage, Alaska
- ◆ Contract Begins January 1, 2007

**ALASBO – Alaska Association of School Business Officials  
Executive Director Position Description**

**JOB TITLE:** Executive Director

**REPORTS TO:** The Alaska Association of School Business Officials Board of Directors

**FLSA STATUS:** Independent Contractor

**DATE:** October 2006

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**EXECUTIVE DIRECTOR:**

The Executive Director, as an independent contractor, serves the organization's needs in support of the President and the Strategic Plan. The Executive Director coordinates the Legislative Workshop and Annual Conference and other tasks as determined by the ALASBO Board of Directors.

**QUALIFICATIONS:**

**Education/Certification:**

- Degree in business or a related field

**Special Knowledge/Skills:**

- Excellent organization, writing and presentation skills
- Excellent evaluation skills
- Excellent revenue generation skills
- Demonstrated ability to work well with elected officials
- Ability to represent ALASBO to other related organizations and the media

**Experience:**

- Experience working with Alaska public school districts, with emphasis in business and finance administration and operations areas – 5 years
- Supervisory experience

**MAJOR PERFORMANCE RESPONSIBILITIES AND DUTIES:**

**The Executive Director shall:**

1. Assist the President and ALASBO Committees in implementation of the Strategic Plan and decisions as determined by the ALASBO Board of Directors.
2. Assist the President and the Board of Directors in developing, updating and annually evaluating the Association's Strategic Plan and the Annual Goals and Objectives of the Association.
3. Assist the Professional Development Committee with the development, scheduling and implementation of educational activities for the membership to assure that the training is current, accurate and relevant to school district finance and operations. Ensure

- accurate maintenance and reporting of CEU's awarded as a result of ALASBO educational programs.
4. Solicit membership in the Association and coordinate, maintain and ensure the integrity of the membership database.
  5. Receive all information forwarded to the ALASBO organization by letter, telephone, fax and e-mail, and prepare and forward appropriate responses.
  6. Keep the President and the Board of Directors informed of all matters related to ALASBO functions.
  7. Attend all Board Meetings and assist the President as appropriate, developing meeting agendas, etc.
  8. Assist the President with ALASBO Committee activities.
  9. Coordinate, assemble and distribute the association newsletter, working closely with the Communications Committee.
  10. Write a 'Director's Message' for all ALASBO and ACSA newsletters
  11. Coordinate the annual conference registration process.
  12. Work closely with the President in planning the Legislative Workshop and Leadership Institute.
    - o Develop program and agenda
    - o Coordinate sponsored receptions
  13. Work closely with the President in planning the Annual Conference.
    - o Coordinate the ALASBO Vendor Booth Exhibits
    - o Work with hotel on all conference arrangements
    - o Coordinate sponsored receptions and other meeting functions
    - o Coordinate and solicit vendor financial support and sponsorships of ALASBO
    - o Complete conference program book, order conference supplies as needed
    - o Make arrangements for conference packet preparation
    - o Write thank you letters to major sponsors
    - o Order plaques for outgoing Board Members, ASBO guests, etc.
  14. Work closely with the Communications Committee to coordinate and oversee the ongoing development of the ALASBO Web site which will serve as ALASBO's membership communication tool.
  15. Be involved in state and national legislative affairs at the direction of the Board of Directors.
  16. Establish a professional relationship and maintain appropriate liaison and communications with:
    - o The President, Officers, Directors, Committees and Membership of ALASBO
    - o The Alaska Department of Education and Early Development
    - o Association of Alaska School Boards, Council of School Administrators and other state administrative associations
    - o State and Federal Legislative Bodies
    - o The executive directors of other states, provinces and countries and ASBO International
  17. Serve as ALASBO's representative at designated local, state and national affairs.
  18. Serve as liaison to research committees and affiliates.
  19. Recommend policy and procedure changes and improvements to the Board of Directors.
  20. Develop and manage special projects and programs as requested.

21. Work with the President and Board of Directors in developing plans to continually improve operations and more effectively meet the needs of members.
22. Develop the annual budget for adoption prior to the annual meeting with input from the President and Treasurer.
23. Maintain, enhance and coordinate current revenue streams and pursue and develop new revenue streams to ensure and provide for current and future financial stability of ALASBO.
24. Collect and maintain all ALASBO records including historical records.
25. Complete other duties as assigned.

**CONTRACT AND PERFORMANCE EVALUATION:**

- The annual contracted compensation of the Executive Director shall be negotiable.
- An annual contract, which recognizes independent contractor status, defining a percentage of time to be worked, the contract value, and ALASBO travel costs and certain ASBO travel costs to be paid to the Executive Director shall be acted upon annually by the Board of Directors in October.
- The Executive Director's performance shall be evaluated annually by the Board of Directors on or before the October meeting.
- The evaluation process shall be based upon the Executive Director's position description and performance, related to annually defined objectives.

**The foregoing statements describe the general purpose and responsibilities assigned to this contract. It is not an exhaustive list of all responsibilities, duties, and skills that may be required.**