

EXECUTIVE DIRECTOR JOB DESCRIPTION

JOB DESCRIPTION IN AATSP BYLAWS

The basic duties and responsibilities of the Executive Director of the AATSP are outlined in the AATSP Bylaws. The relevant section follows.

AATSP BYLAWS
ARTICLE VII. DUTIES OF OFFICE
Section 7.4
Executive Director

The Executive Director of the Corporation shall be appointed by the Board of Directors for a term and with compensation as designated by the Board of Directors.

The Executive Director shall be the chief executive and operating officer of the Corporation and shall exercise general supervision over the day-to-day affairs of the Corporation. The Executive Director shall endeavor to carry out the policies formulated by the Board of Directors and Steering Committee.

The Executive Director serves as an ex-officio, voting member of the Board of Directors and shall be present (or have a designated representative present) at all meetings of the Board and the Steering Committee. The Executive Director shall make the arrangements for the meetings of the Board of Directors and the Business Meeting of the Corporation, and for all activities pertaining thereto. He/she shall keep a record of the proceedings of all meetings of the Corporation and of the Board of Directors and Steering Committee. The Executive Director shall be the official custodian of all such corporate records and of the seal of the Corporation.

The Executive Director will have charge and custody of all funds of the Corporation. The Executive Director is responsible for and shall oversee the collection of all dues and assessments and the payment of all monies owed by the Corporation. He/she will be responsible for depositing the funds as required by the Board of Directors, keeping and maintaining adequate and correct accounts of the Corporation's properties and business transactions, and rendering reports and accountings to the Board of Directors and to the members of the Corporation, as required by the Board of Directors or the members of the Corporation.

The Executive Director shall be in charge of the staff members necessary to carry on the work of the Corporation. He/she shall employ them, determine their duties, establish their compensation within the approved budget, and may terminate their employment.

In the event of the death/disability of the Executive Director or if the Executive Director can no longer perform his/her duties, the Board of Directors shall appoint an acting Executive

Director to perform the duties of the office until a permanent Executive Director shall be appointed.

GENERAL AREAS OF RESPONSIBILITY

The following list contains the general areas of responsibility for the Executive Director of the AATSP. This list is based on the list of duties for the Executive Director that appear in the AATSP Bylaws.

1. FINANCIAL MANAGEMENT

- Collection of all dues and assessments
- Preparation of annual budgets
- Management of accounts
- Payment of all monies owed
- Management of contracts

2. SUPERVISION OF CORPORATE OFFICE

- Maintain corporate office
- Hire and supervise all staff members and contracted labor
- Establish compensation and duties for all staff and contracted labor

3. COMMUNICATION AND PUBLICITY

- Oversee website design and content
- Oversee AATSP presence on social media
- Oversee design and use of brochures
- Maintain and supervise AATSP presence at conferences of language organizations

4. MANAGEMENT OF AND INVOLVEMENT WITH BOARD OF DIRECTORS

- Serve as voting member of the Board of Directors
- Make arrangements for all meetings of the Board of Directors
- Maintain records of meetings, minutes, and materials of the Board of Directors
- Oversee elections

5. MANAGEMENT OF AATSP PROGRAMS

- AATSP Awards
- AATSP Chapters
- AATSP Scholarships and Travel Stipends
- Classroom Resources
- National Portuguese Examinations
- National Spanish Examinations
- Poster Contest
- Sociedad Honoraria Hispánica
- Sociedad Hispánica de Amistad

6. MANAGEMENT OF AATSP PUBLICATIONS

- *Albricias*
- *Announcements and Reminders*
- *Conference Program*
- *Conference Wrap-Up*
- *Hispania*
- *Spanish and Portuguese Review*
- *The Portuguese Newsletter*

7. PLANNING AND MANAGEMENT OF AATSP ANNUAL CONFERENCE

- Investigate possible conference sites
- Negotiate, sign, and oversee contracts with hotels, exhibitor companies, excursion companies and other conference-related vendors and groups
- Oversee proposal submission process
- Schedule conference events, workshops, and sessions
- Oversee publication of the conference program

8. INVOLVEMENT WITH OTHER FOREIGN LANGUAGE ORGANIZATIONS AND INITIATIVES INCLUDING SPANISH- AND PORTUGUESE-SPEAKING ORGANIZATIONS AND INITIATIVES

- Establish and oversee partnerships with language organizations and other related groups
- Serve on language-related committees, councils and boards
- Work with consulates and embassies to establish programs and activities

9. ADVOCACY

- Promote the teaching and learning of the Spanish and Portuguese languages and Hispanic and Luso-Brazilian cultures at all levels
- Promote world language programs at all levels
- Promote study-abroad and immersion experiences

TO VIEW COMPLETE BYLAWS, GO TO GOVERNANCE PAGE AT AATSP.ORG