

**IAIE Executive Director
Job Expectation
2021**

The Executive Director's general charge from the Board is to provide visionary leadership, managerial oversight, and a consummate model for the Alliance, ensuring that all IAIE representatives perform their responsibilities timely and effectively.

General Expectations:

1. Primary spokesperson for IAIE
2. Supervises all staff members, editors, chairs, and others assigned to represent the Alliance
3. Monitors all IAIE programs to insure successful completion, quality, and continued growth
4. Serves as the primary model and spokesperson for IAIE and its principles
5. Attends all Board meetings, overseeing the preparation and timely submission of quarterly reports (one week prior to the meeting)
6. Prepare/submit a quarterly Executive Director report
7. Search out opportunities to solicit new members (school visits, conference participation, communication, etc.)

Communication:

1. Produces content for Constant Contact email blasts and produces weekly/monthly/newsletter
2. Shares information about IAIE programs and resources to educators and allied professionals outside of IAIE

World Conference:

1. Work with the Board to establish yearly conference (virtual or face-to-face)
2. Negotiate and finalize all financial contracts, commitments, agreements, and payments related to the conference and other sponsored IAIE events
3. Signs contracts on behalf of IAIE (with Board approval)
4. Provides ongoing organizational assistance and **oversight** to the Local Conference Chair, insuring timely and effective task completion related to them, facilities, audio visual, publicity, keynote speakers, breakout sessions, meals, school visits, excursions, transportation, schedule, printed program development, bookstore, and registration management
5. Serve as Master/Mistress of Ceremony
6. Secure Board meeting facility/date/time

*There may be other duties assigned, as seen necessary by the Board of Trustees.