

Position Description REA Executive Secretary

Major Responsibilities

1. Administers all aspects of the association and oversees daily operations
2. Plans and implements all aspects of the Annual Meeting in collaboration with the Program Chair and Networking Coordinator (including advance contracting with hotels, program planning, hotel physical arrangements and food, registration, etc.)
3. Attends all Board meetings as ex officio member; serves as “institutional memory” for members through providing ready access to organization information; participates in and initiates discussion and action in critical areas as needed; works with Board members to keep the work of the Board flowing; and implements Board decisions in collaboration with the Board and President. Works with Board to develop future visions and set future directions for the association.
4. In collaboration with the Networking Coordinator, ensures that all association information is up to date and easily accessible to members through website, mailings, etc.
5. Under the direction of the Treasurer, proposes annual budget; files federal tax returns; arranges for regular financial audits and prepares monthly reports; and reviews and executes hotel and other contracts with the Program Chair, President and Treasurer
6. With the Networking Coordinator, collects, monitors and responds to feedback, inquiries and suggestions from members and visitors received via the website and other sources
7. With the Networking Coordinator, maintains mailing and membership lists
8. In collaboration with the editors of *RELIGIOUS EDUCATION* and *HORIZONS*, works to establish and follow through on agreements with publishers
9. Maintains affiliations with other organizations as determined by the Board

Qualifications

1. High degree of self-direction and administrative competence, including ability to organize and manage multiple tasks simultaneously over varied periods of time
2. Flexibility and creativity as the REA moves into new formats for Board communication and meeting through technological resources, particularly in light of our current world pandemic reality
3. Ability to manage and produce organizational information through the use of computer databases and other technological resources.
4. Advanced degree, professional experience and commitment in the field of religious education, and ability to promote and support the goals of the association
5. Ability to collaborate and communicate effectively, both orally and in writing, with officers, Board, other staff, members and other organizations
6. While the list includes current major responsibilities of the executive secretary, we encourage applicants to highlight their strengths and interests. We know the fulfilling of roles in associations grows in partnership with the Board and other colleagues.

Accountability

The Executive Secretary reports to the Board of Directors through the Steering Committee.