

## **Executive Secretary Position Responsibilities Religious Education Association**

### Area 1: Annual Meeting

Plans and implements, with Program Chair and Networking Coordinator, all aspects of the Annual Meeting. This includes carrying out tasks that are otherwise unassigned or incomplete.

1. Accomplishes advance work to select site (hotel, university, etc.), signs contracts, arranges master bill items, and works with site conference personnel to make room and food arrangements (room block, menus, meeting room assignments, special diets, etc.);
2. Assists Networking Coordinator and *Tenseg* team with registration procedures, gathering and communication of other program information, and audiovisual arrangements;
3. Provides a range of support for
  - review of proposals (e.g., distribution, compiling results, groupings, Proceedings)
  - communication with speakers, presenters, and moderators
  - student travel awards
  - selection and instruction of moderators
  - student and other group meetings
  - promotion of meeting through networks and media
  - securing external funding;
4. Advises the Program Chair and Program Committee on program planning and covers any unassigned tasks and special needs (e.g., restaurants, field trips, worship, meditation space, yoga, videos, meal blessings, musicians, exhibits and displays, parking and shuttles, medical needs);
5. Oversees hosting assignments, volunteers, posters, and small group meeting arrangements;
6. Manages onsite registration, program logistics, member inquiries, and Board support
7. Prepares, prints, and transports, with Tenseg, all conference materials: folders, nametags, signs, handouts, instructions, program supplies, etc.;
8. Oversees program budget and processes finances relevant to the conference (e.g., registration fees, meal purchases, travel grants, honoraria/expenses for speakers)
9. Provides an annual report with membership and meeting data and finance reports;
10. Implements decisions made at REA annual business meeting.

### Area 2: Office Administration, Communication and Finances

Manages all aspects of the association's daily operations, including:

#### 4.21.20

1. Performs bookkeeping and provides monthly reports to Treasurer: pays bills, reconciles accounts, manages conference registration, membership dues and donations, oversees Taylor & Francis and Horizon receipts and payments, conducts all other financial transactions, manages financial database;
2. Drafts budget and monitors investment fund; prepares financial reports for Treasurer, Board, and membership;
3. Compiles financial records and works with CPA to complete tax returns and periodic audits; files corporate paperwork;
4. Maintains formal connections with AAR and ALLLM and any other organizations;
5. Collaborates with Network Coordinator and Tenseg
  - updating website
  - responding to inquiries and other communication
  - managing membership information
  - providing subscription information to Taylor and Francis
  - producing data reports;
6. Stores REA records and supplies; communicates with historian and periodically transfers records to historian and archives.

#### Area 3: Board Participation and Support

Participates as *ex officio* member of Board and committees and supports their activities.

1. Arranges for annual Board meetings and other meetings, as determined by the Steering Committee (retreats, conference calls, etc.); provides meeting materials and hospitality;
2. Supplies and updates information for the Board regarding organization history, budget, membership, Board terms and responsibilities, etc.;
3. Orients new Board members; updates position descriptions and areas of responsibility;
4. Follows up with Board members on agreed tasks to keep the association moving;
5. Sees that Board decisions are implemented;
6. Corresponds with awardees and grantees; issues paperwork, orders awards;
7. Participates in long-term envisioning and planning with the Board to determine how best to accomplish the Association's mission.