



Position: Executive Director
Reports to: Executive Board
Status: Part Time Position – Contract Service

PRIMARY RESPONSIBILITIES

The vision, mission and guidance of the organization will remain with the Executive Board (“EB”) of the Tennessee Government Finance Officers Association (TGFOA). The Executive Director (“ED”) will be responsible for the following duties:

Day to Day Operations:

- The ED will be the primary contact with sponsors, vendors, and members.
- Peak times occur during solicitation and collection of annual dues, Fall Conference, and Spring Conference.

Board Meetings

- The ED will attend monthly meetings of the EB as well as other special-called meetings relevant to responsibilities of the ED.

Written Processes:

- Develop written processes, conference timelines, etc. that will ensure exceptional quality, execution, and continuity of operations.

Conferences:

- Develop an inclusive budget to include venue, hotel room accommodation, food & beverage, printing, event audio visual needs/technology, etc. for the 2 annual conferences for presentation to and approval by the Executive Board (“EB”).
- Negotiate contract for housing needs subject to EB approval.
- Develop layout for the exhibitor area and assign exhibitor booth numbers.
- Develop draft conference program.
- Manage on-site registration tables, assist speakers, exhibitors and guests through the duration of the event.
- Arrange for CPE credit monitoring and subsequent management of CPE Certificates.
- Coordinate and direct volunteers through the duration of the event.

Sponsorships/Exhibitors:

- Develop sponsorship/exhibitors form.
- Maintain list of prior, current, and potential sponsors/exhibitors.
- Send annual request for sponsorship and respond to sponsor inquiries.

Membership:

- Assist current members with questions.
- Develop ideas to grow membership.

TGFOA Committees:

- Assist and support committees.

Website:

- Work with website contractor keeping the site current and fresh.
- Draft, coordinate and communicate email blasts to members.

Government Finance Officers Association (GFOA) Annual Conference

- ED travels to this conference in support of TGFOA members in attendance, opportunity to network with potential TGFOA sponsors, networking with GFOA staff and coordination of TN delegate social event.
- Plan and coordinate a social event for TN attendees. Historically this event has been a Tuesday morning breakfast but may be modified in the future.

Contracted Services

- Research available vendors for contracted services as needed, such as web support, online payments, Electronic CPE monitoring, etc.

Travel and Residency Requirements

- At least two in person EB meetings annually, generally held in Middle Tennessee.
- Overnight travel requiring two/three night stays for two annual in-state conferences (spring and fall).
- Attendance at the Government Finance Officers Association (GFOA) Annual Conference, generally held in May or June. Location moves annually.
- Travel expenses paid by TGFOA.
- ED shall be a resident of the State of Tennessee or take steps to become a state resident within 60 days of employment.