

## **TSWB EXECUTIVE DIRECTOR DUTIES**

The Executive Director's duties are in place to coordinate with all Board Members in all aspects related to a successful, educational annual TN Statewide Payroll Conference.

1. Ensure stability among the Board of Directors and when an opening occurs, on the Board, seek out replacement candidates from the Nashville Chapter, Memphis Chapter, East TN (Knoxville) Chapter, and the Chattanooga Chapter.
2. Establish and lead conference calls and/or face--to--face meetings. Create an agenda, as needed, for the Board meetings.
3. Work with the Treasurer to establish a budget and give approval for any expenses that are above and beyond the established budget.
4. Review the BY--LAWS for needed updates due to changes in Board positions and Board processes and bring before the Board as needed.
5. Establish timelines to complete necessary tasks.
6. Assist Board directors where needed and requested. i.e. Creation of committees, direction on tasks, etc.
7. Responsible for any Board member's duties, in the event they are not performing their duties and/or the position is vacant, for the success of the Statewide conference.
8. Review for Payment approval, to the Treasurer, for all contract(s) related to the TSWB.
9. Communicate with the TN Chapter Presidents to obtain committee/volunteers.
10. Include TN Chapter Presidents on the Executive Director's Committee and invite to all conference calls related to the conference planning.
11. Create notes for each conference. This is to ensure that everyone that participated in the Statewide is recognized and all Statewide information is communicated i.e. Opening and Closing Sessions.
12. Greet all attendees, sponsors, speakers, hotel staff etc. as possible to build rapport for future conferences.
13. Create certificates for Volunteers & other persons deserving recognition.
14. Coordinate with Board the Dates and Topics for one or two half-day seminars per year, if needed.

The Executive Director is expected to attend all Board meetings and conference calls, which are held monthly - with the exception of the last 4 to 6 weeks prior to the statewide conference which may become more frequent. If the Executive Director is not available he/she shall appoint a designee.

Also, the Executive Director must be willing to travel within the state of TN up to 3 times per year for Face to Face Board Meetings. (Travel cost is covered by the Board).

The Executive Director must also be able to attend the TN Statewide Payroll Conference annually.

The Executive Director must have access to a computer, laptop, smartphone or other electronic device that can be used for communication with the Board members during the daytime, evenings, and weekends as needed.

The Executive Director shall only have one (1) vote in the event of a Board tie.