



## **RLI-NEA Exec-Dir Job Description and Timeline of major Tasks and Activities**

**Job Description** – The RLI-NEA Exec-Director’s tasks includes but not limited to:

1. Maintaining current data for: RLI-NEA Officers, Faculty, member district RLI Chairs, DG, DGN & DGE, and RLI site information.
2. Review and approval of all RLI-NEA site contracts and/or letters of agreement submitted by Regional Vice-Chairs, including cost analysis of each to assure budgetary compliance.
3. Actively soliciting and maintaining faculty volunteers status and availability, which is supplied to each RLI site RVC 14 days in advance of the events.
4. Invoice and following up on the member districts for the annual RLI fee, working closely with the RLI-NEA Treasurer.
5. Keep the Registrar, officers web-master updated on any site changes.
6. Supply the necessary date for the creation and distribution of the yearly brochures.
7. Maintain close liaison with the Registrar, Treasurer & Webmaster.
8. Assist the RLI-NEA Chair in preparation of the Annual Meeting Agenda and other tasks as requested.

### **Timeline of major Tasks & Activities** *(typical, but may modified as necessary)*

#### **July**

- First call for Fall-faculty volunteers (email) – Repeat this a few times a month up to the Annual Meeting.
- First Invoice out to member districts (email) – Send to DG’s with copies to the Dist RLI Chairs
- Annual Meeting
  - Registration form prepared and sent to webmaster (early in the month)
  - Notice sent to all with registration form (faculty training if held in conjunction with)
  - Agenda established with RLI Chair.
- Send out Faculty, District and RLI Officers, and Site listings to all RLI-NEA folks. This should be repeated at least once a quarter.
- Review listings on website and notify the Webmaster of any modifications required. This is the Webmaster’s responsibility, but a double check by is often helpful.

#### **August**

- Annual meeting agenda distributed (at a minimum of 2 weeks in advance)
- Prepare a Exec-Dir summary report (previous year) to be distributed at the Annual Meeting
- Check with treasurer for district fee payment status and issue second invoice and follow-up to the un-paid districts. (Repeat monthly until all are paid in full)

#### **September**

- Notify RVC’s that they should start working on the following years sites as they manage the current year’s sites. Deadline for site identification and date is April 1<sup>st</sup>. Urge them not to put this off until the 1<sup>st</sup> of the year, since it is often a long process. Also, make them aware that the Exec-Dir must sign all contracts, following the RVC review and approval.
- Review site volunteer availability and send on special request and necessary for fill in vacancies.
- Provide site RVC’s updated listing of site faculty volunteers two weeks in advance of event. (Continue through out the RLI year)

## **October -December**

- Continue updating RVC's on Fall Volunteers.
- Continue to follow-up & work on following RLI year sites.

## **December**

- First call for Spring-fac volunteers with memo to all faculty and copy of schedule
- Work with RLI Chair or mid-Winter officers meeting agenda
- First notice of RLI officer of mid-Winter meeting

## **January- February**

- Follow-up notice to officer of mid-Winter meeting
- Increase efforts to complete site planning for the following year.
- Prepare summary report of RLI year-to-date for mid-Winter
- Publish agenda and attend the mid-Winter meeting
- Send out an updated Fac/Dist/Officer/Site listing to RLI folks in the database.
- Find the upcoming year's DGNs of the member district. This activity often continues through April.

## **March**

- Complete following-year site planning
- Find upcoming year's Dist Chairs and RLI-NEA officer
- Commence setting up changes for the upcoming year's tri-fold
- Support RVC's with Spring faculty volunteers information (2 weeks prior to each event)

## **April**

- Send changes to the printer and start the proofing cycle.
  - Have used: Frank Wargo is responsible to expedite the printing and distribution once the proof cycle has be completed.
  - Use the same layout as previous and change color to one a few years back.
  - Provide the printer with mailing list with quantities. NO NOT use post office boxes. Check out the use of UPS standard box, since it may be less expensive.
  - Typically; 500 per district, 200 per RVC & Chair, 100 per V-Chair, 50 for other officers, 200 for Dave L., and remaining to Frank Wargo for inventory. Use the database to manage.

## **May**

- Provided the coming year's Officers listing to the web-master, along with the site information. And changes in Faculty.
- Save a copy of the database for future reference.
- Update the database for coming year.
  - Sites and dates
  - DG to PDG
  - DGE to DG
  - DGN to DGE
  - DGND to DGN

## **JUNE:**

- Supply Registrar with updated officer and site information.
- Send new data to all RLI Folks
- Review Faculty data for folks that have not participated in the 24 months and report to the Chair or possible action, and if necessary, send appropriate memos for retraining, etc.