



Central States ACSM members,

We are now accepting applications for the Executive Director position within CSACSM!

**Eligibility and Continuation:** Eligibility for Executive Director includes serving as Past-President or Secretary/Treasurer of the CSACSM. The Executive Director will serve a 3-year term but is eligible to serve additional terms if approved by the Board. There will be no limit on the number of consecutive terms any individual can serve as Executive Director. A retiring Executive Director shall be immediately eligible to serve as Representative to Regional Chapter Committee, President-Elect, Secretary, or State Representative.

**Applying:** Interested individuals should submit, in order, the following documents merged into one pdf file.

- A. Cover Letter that describes your skills and abilities as it relates to the position and history with CSACSM
- B. A current Curriculum Vitae

**Please submit your application, via email, to the current Central States Region President, Dr. Derek A. Crawford ([dcrawford@ucmo.edu](mailto:dcrawford@ucmo.edu)) by July 31<sup>st</sup>, 2023, before 5 PM CST.** The President and Past-President will review the proposals and make a recommendation to the Board of Directors of CSACSM for appointment of the Executive Director. The appointment of the Executive Director must be approved by majority vote of the Board of Directors of CSACSM.

The specific operating codes and responsibilities of the Executive Director are as follows:

**Primary Duties of the Executive Director:** The Executive Director shall maintain an administrative office through which the routine business of the CSACSM Chapter shall be conducted. Specific duties include, but are not limited to:

- Supervise the finances of chapter by maintaining appropriate financial records of the income and expenditures of the Chapter.
- Responsible for preparing financial reports for the Board of Directors and the annual business meeting.
- Maintain the Chapter's roster of membership, in conjunction with the Membership Subcommittee and ACSM
- Represent the Region at the Executive Directors' meeting at the ACSM Annual Meeting.
- Complete and submit the necessary annual reports and documents to ACSM.
- Assists with managing chapter elections and corresponds with the national office for distributing and compiling the ballots.
- Serves as the parliamentarian and maintains order at all meetings
- Assures the committees and other positions remain filled
- Maintains and organizes chapter files/paperwork

**Annual Budget for Executive Director:**

- Stipend for Executive Director \$600 per quarter = \$2,400 annually
- Discretionary operational funds (i.e., line-item budget in chapter budget) to successfully complete job duties which may include but not restricted to the following:

Assistant(s) (e.g., administrative support personnel such as student workers) = ~\$1,000

Supplies/equipment = ~\$1,500

**Total \$2,500**

- Travel

Travel and expenses for Executive Director to attend Board meetings at the National Meeting and CSACSM annual meeting on reimbursement basis not to exceed \$2,500.

Travel and expenses for administrative support personnel to attend the CSACSM annual meeting on reimbursement not to exceed \$700.