

# Florida TSA Job Description

## Executive Director

### **Overview**

The Executive Director (ED) is responsible for managing the day-to-day operations and administration of the Florida Technology Student Association (FL TSA). The ED is an annually contracted person who reports to the FL TSA Board of Directors and adheres to the policies set forth by that Board.

### **Responsibilities**

In carrying out the general duties and goals of the position, the ED has the following specific responsibilities:

1. Represents Florida TSA in the normal conduct of business and operations according to the policies and guidelines set by the Board of Directors. This includes coordination of business partnerships, solicitation of event sponsorships, and community relations.
2. Prepares the Carl Perkins federal funding work plan proposal for submission to the Florida Department of Education.
3. Prepares deliverables associated with and according to the annual Carl Perkins grant.
4. Maintain insurance requirements for Florida TSA.
5. Maintain tax-exempt status for Florida TSA.
6. Oversee annual corporate federal tax return filing and annual state corporate report.
7. Facilitate the planning and conduct of all Florida TSA conferences and activities. This responsibility is met in concert with the Conference Manager.
8. Arrange for and manage an online registration system for chapters and student members involved in State-level competitions, conferences, and activities.
9. Prepare all letters, invitations, certificates and mailings associated with chapter affiliation and activities.
10. Interact with web-master to maintain accuracy of the Florida TSA website.
11. Prepare an annual calendar of events.
12. Serve as an ex-officio member of the Board of Directors and provide a summary update of the association activities, issues, and concerns at all regular Board of Directors meeting.
13. Prepare announcements for and attend Board of Directors meetings, including any essential committee meetings as directed, in their entirety.
14. Attend all State-level competitions, conferences, and activities in their entirety.
15. Facilitate planning of the annual state officer planning meetings.
16. In concert with the Florida TSA Treasurer, maintain accounts payables and receivables.
17. Maintain inventory control over all physical assets owned by Florida TSA.
18. Prepare all general mailings and maintain contact with corporate sponsors, board members, chapters, state officers, alumni, prospective affiliates, Florida Department of Education, district supervisors/directors, and national TSA organization as needed.
19. Perform other duties as approved by the Board of Directors.

The above list of responsibilities is not intended to represent the entirety of the Executive Director's span of influence and activity.