



## **EXECUTIVE DIRECTOR**

### **ROLE:**

Manages the business of the association.

### **DESIRED QUALIFICATIONS:**

- High School Diploma
- Skilled in Microsoft Office and Google Suite
- Skilled in website management
- Proficient communicator
- Experience as a dance/drill coach
- Be a neutral unbiased advocate for dance/drill in Washington State
- Preference given to inactive coach or judge
- Current or previous knowledge of dance/drill in Washington State
- Basic understanding of NFHS Spirit Rules

### **RESPONSIBILITIES:**

- Selected by Executive Board
- Paid position (salary determined on a yearly basis by Executive Board at the spring meeting based on experience and duties)
  - 3 year term. May serve consecutive terms as approved by the Executive Board.
- Takes direction from the Executive Board regarding duties and management of the association
- With the approval of the President, the Executive Directors may delegate specific tasks to volunteers
- Duties may be shared between two or more people if the majority of the voting Executive Board feels this is in the best interest of the members
- Assist Presidents (past, present, & elect) with planning and organizing WSDDCA Fall and Spring Conferences
- Attend WSDDCA Fall and Spring Conferences as requested - may be virtual options
- Attend WIAA Dance/Drill State Competition
- Attend other meetings as needed to assist the Executive Board

- Not a voting member of the Executive Board or the membership. *If a coach and a paid primary member, the Executive Director forfeits their right to vote.*
- Attend association events and competitions
- Facilitate communication with other organizations such as the WIAA, WSCA, and WSDDJA
- Ensure Casebook, Competition Handbook, and SOPs are updated annually (coordinate with WSDDJA and WIAA)
- Handle internal communication within WSDDCA membership
- Manage and communicate scholarships, awards (Of the Year and Hall of Fame)
- Solicit and manage sponsorships
- Maintain email inbox, website, email campaigns and social media platforms for the association
- Act as agent of officers for submitting forms required by state and federal government
- Arrange clock hours

TIME COMMITMENT AND HOURS:

Part-time position with variable hours throughout the year with October and March being the busiest months