

Southern States Communication Association

Executive Director – Position Description and Call for Applications

The SSCA Constitution includes this description of the position. The Executive Director serves as the Chief Operating Officer whose duties include managing the day-to-day operations of the association and serving as its Secretary and Treasurer. The Executive Director also serves as the Secretary and Treasurer of the Executive Council.

The SSCA Executive Director's roles include the following:

1. As Treasurer, the Executive Director shall furnish a financial report at each annual convention. The Executive Director shall incorporate into the report a financial accounting covering all publications and the results of the official independent accounting review.
2. The Executive Director shall notify the National Communication Association Executive Offices of the names and addresses of the newly elected High School, College, and Community/Two Year College Representatives to Legislative Assembly immediately after the election results have been announced.
3. The Executive Director shall appoint a newsletter editor and a Webpage Editor.
4. The Executive Director shall publish the SSCA newsletter and conduct Association elections in accordance with procedures outlined elsewhere in the Constitution.
5. The Executive Director shall negotiate and sign all contracts on behalf of the Association, subject to approval of the Association.

Additionally, the SSCA Executive Director provides ongoing support and guidance to the elected leadership team members including developing and providing timelines for completion of tasks, ensuring conference program completion and delivery, providing guidance regarding policy implications of decisions, and taking/providing minutes at meetings. The Executive Director also serves a significant role in the selection of the annual convention site, the negotiation of the site contract with the hotel, working closely with each SSCA Vice President/convention planner, and overseeing the registration, reservations, and administration of the annual convention.

Term of Service: 4 years, with an additional year shadowing the current ED prior to assuming the post and an additional transition year following completion of the four-year term during which the current ED is shadowed by the new appointee [total commitment 6 years].

- Initial shadowing year: April 2024-April 2025; full ED duties assumed April 2025.
- The Executive Director will then serve from April 2025 until April 2029, at which point a new incoming Executive Director would shadow that person from April 2029 until April 2030.

Preferred Qualifications:

Some Administrative experience with funds that reflects accountability
Ability to have discretion over one's schedule and flexibility for required travel
Institutional support such as staff support and phone and printing expenses
Some understanding of 501c3 type organizations
Ability to manage conflict constructively
Significant organizational skills
Positive reputation and respect among association's membership
Familiarity with and passion for the association and field

Interested candidates are encouraged to submit the following materials via email, preferably in pdf format, by September 30, 2023 to Jerry Hale, University of Tennessee at Chattanooga, Jerold-hale@utc.edu.

- Letter of application including relevant experience and available resources
- Current CV
- Two letters of reference that address preparation and ability to succeed in the position
- Statement from campus executives supporting the applicant and the location of SSCA on campus.
- Statement of willingness to undergo a personal credit check if deemed necessary