

**Executive Director/Treasurer
Oklahoma Association of School Business Officials
(OKASBO)**

I. SUMMARY OF POSITION

The Executive Director/Treasurer is a senior executive and an integral part of the Oklahoma Association of School Business Officials (OKASBO), an affiliate of the Association of School Business Officials International.

The Executive Director/Treasurer's primary charge is to ensure OKASBO operates in the most efficient manner to provide high-quality and timely association services while maximizing the resources of the association's membership. This position description defines the broad responsibilities and authorities of the Executive Director/Treasurer. It may be changed occasionally, as the OKASBO Board of Directors determines. The Executive Director/Treasurer is expected to recommend changes when they believe appropriate.

The Executive Director/Treasurer shall have broad responsibility for all association administration, including financial management, support administration, administrative systems and procedures, and purchasing and general office management. The Executive Director/Treasurer shall perform business planning and analysis functions commensurate with the position. The Executive Director/Treasurer is expected to recommend to the Board of Directors for approval the employment of subordinate staff or contract services as necessary to ensure the performance of the responsibilities contained herein.

II. REPORTING RELATIONSHIP

The Executive Director/Treasurer shall report to and be responsible to the Board of Directors.

III. AUTHORITY

A. Business Administration

The Executive Director/Treasurer shall have general authority over all aspects of the association's business administration as defined herein. The Executive Director/Treasurer shall administer and enforce the Constitution and Bylaws of OKASBO and all actions of the Board of Directors.

B. Check Signing

The Executive Director/Treasurer shall have the authority to sign checks for all association's expenses and/or payroll checks.

C. Investments

The Executive Director/Treasurer shall have authority to invest surplus money in instruments provided in Section 140, Oklahoma School Law Book.

D. Purchasing

The Executive Director/Treasurer shall have the authority to purchase supplies, materials, and equipment within the limits of an approved annual operating budget.

IV. SPECIFIC RESPONSIBILITIES

- A. The Executive Director/Treasurer shall plan and coordinate meetings of the Board of Directors and record its official minutes.
- B. The Executive Director/Treasurer shall attend all Board of Directors meetings, committee meetings, the annual ASBO International Leadership Forum, the ASBO International Annual Meeting and Expo, and the AEDG meetings.

- C. The Executive Director/Treasurer shall provide the necessary support to all members of the Board and respective OKASBO Committee Chairpersons to ensure they properly fulfill their functions. This support shall be through meetings and other standard modes of communication.
- D. The Executive Director/Treasurer shall provide consultation and assistance to the President and Past President in the completion of duties such as appointing committee chairpersons, nominating committee, meeting preparation, representation at official meetings, providing information to the membership or other individuals/organizations as needed, and in any other way which facilitates effective staff leadership support during his/her term of office.
- E. The Executive Director/Treasurer will plan and organize two conferences each year, including selecting the conference site; identifying and coordinating needs with the conference center; obtaining keynote speaker; organizing and preparing registration, professional development certificates, and program printing; collecting/receipting/depositing registration fees; as well as assisting Committee members with developing programs and obtaining presenters.
- F. The Executive Director/Treasurer will plan and organize the other workshops and additional training workshops approved by the Board of Directors, including registration, scheduling meeting sites, obtaining presenters, preparing agendas and certificates, and collecting/receipting/depositing registration fees.
- G. The Executive Director/Treasurer will prepare an annual operating budget for review and approval by the Board of Directors and publish it in the Fall Conference Program.
- H. The Executive Director/Treasurer will ensure the legal integrity of OKASBO, including legal and historical documents and membership lists.
- I. The Executive Director/Treasurer will file financial reports required by U.S. Treasury and various state agencies and send financial reports necessary to the auditor at the end of each fiscal year to complete the annual Organization Exempt from Income Tax (Form 990).
- J. The Executive Director/Treasurer will execute contracts and commitments as authorized by the Board of Directors.
- K. The Executive Director/Treasurer will seek out and support partnerships with other organizations to promote the association.
- L. The Executive Director/Treasurer will be OKASBO's liaison to the Association of School Business Officials International, Cooperative Council for Oklahoma School Administrators, Oklahoma State School Boards Association, Oklahoma Center for School Business Management, and other professional Oklahoma education associations and appropriate vendors.

V. QUALIFICATIONS OF EXECUTIVE DIRECTOR/TREASURER

- A. Experience as a school administrator with specific knowledge and interest in school business operations of school districts within the state. Bachelor's Degree preferred.
- B. Knowledge of school laws and State Department of Education regulations.
- C. Experience in computer office systems and telecommunications.
- D. Strong interpersonal skills, including the ability to communicate effectively verbally and in writing.

VI. BONDING

The Executive Director/Treasurer shall secure a surety bond at the expense of OKASBO in the amount of \$1,000.00.

VII. TERMS OF EMPLOYMENT

The Executive Director/Treasurer shall be appointed by the Board of Directors. Services can be terminated by action of the Board or resignation of the Executive Director with 30-day advance notice. Term assignment schedule is July 1, 2025 – June 30, 2026. Salary is set by the Board of Directors.

VIII. EVALUATION

The Executive Director/Treasurer shall be evaluated annually by the President and Board of Directors at the spring meeting and employment considered for the ensuing year.

IX. CHANGES

The Board of Directors reserves the right, in its sole discretion, from time to time to amend, modify, or supplement the authority and responsibilities of the Executive Director/Treasurer.

Email your application letter and resume to Mark Moring, President, at mark.moring@durantisd.org