

**2024-2025 NASDSE STAFF ROLES AND RESPONSIBILITIES**

NASDSE Functions	NASDSE Staff		
	Executive Director (ED)	Deputy Executive Director (DED)	Chief of Administration (COA)
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>Oversee all HR requirements &amp; regulations</li> <li>Meet with HR at least quarterly</li> <li>Certify all staff time sheets bi-monthly</li> <li>Approve all requested vacation, sick &amp; other forms of leave</li> <li>Conduct annual evaluations of staff</li> <li>Develop, maintain, &amp; supervise all contracts with consultants</li> <li>Oversee all the organization's HR benefits package</li> <li>Oversee &amp; meet with the NASDSE 401k retirement company</li> <li>Ensure that past employees get notices about retirement actions needed</li> <li>Review at least annually the NASDSE staff benefit packages &amp; propose any changes to the Board</li> <li>Propose any new staff job duties, salary changes, or cost of living raises to the Board</li> </ul>	<ul style="list-style-type: none"> <li>Act in the absence of the ED to assume full management responsibilities</li> <li>Assist with monthly staff &amp; contractor meetings</li> <li>Assist the ED with all HR processes for the oversight of contractors</li> </ul>	<ul style="list-style-type: none"> <li>Liaison with HR company</li> <li>Assist in annual health plan renewal</li> <li>Assist ED with all required HR paperwork for compliance</li> <li>Liaison with VOYA – Retirement management</li> <li>Send reminders to staff about HR timelines &amp; requirements</li> <li>Assist in planning monthly staff &amp; contractor meetings</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Responsible for the fiscal integrity of NASDSE, including submission to the Board of proposed annual budget &amp; quarterly financial statements, which accurately reflect the organization's financial condition.</li> <li>Responsible for fiscal management that generally anticipates operating within the approved budget and ensures maximum resource utilization and maintenance of the organization's positive financial position.</li> <li>Responsible for developing non-dues revenue sources to support NASDSE's mission.</li> <li>Work with stakeholders, vendors, federal agencies, private foundations &amp; any other sources to obtain additional revenue for NASDSE</li> </ul>	<ul style="list-style-type: none"> <li>Attend all Finance Committee meetings</li> <li>Work with ED to prepare NASDSE's overall annual operating budget</li> <li>Work with ED to analyze monthly financial reports</li> <li>Provide recommendations to the ED &amp; the Board to improve fiscal operations</li> </ul>	<ul style="list-style-type: none"> <li>Scan all bills, invoices &amp; letters for dissemination</li> <li>Code invoices for the accounting team</li> <li>Monitor daily cash flow &amp; provides alerts when needed</li> <li>Manage daily accounts payable &amp; receivable</li> <li>Resolve billing &amp; payment disputes</li> <li>Communicate with members to collect outstanding membership dues</li> <li>Conduct on-site bank transactions such as check deposits</li> <li>Coordinate weekly calls with the accounting team regarding any financial matters that need to be addressed</li> <li>Review, assist &amp; assist the ED with the annual accounting audit required tasks</li> <li>Post all monthly bills &amp; reports to the board's online portal</li> <li>Assist ED with ensuring all reimbursements are completed in a timely &amp; accurate manner</li> <li>Assist ED with negotiating contracts with hotels &amp; vendors for NASDSE events</li> </ul>

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<b>Operations</b>	<ul style="list-style-type: none"> <li>Responsible for the effective administration of NASDSE operations</li> <li>Responsible for the hiring &amp; /or contracting of competent, qualified staff</li> <li>Responsible for signing notes, agreements, &amp; other instruments made &amp; entered into &amp; on behalf of the organization</li> </ul>	<ul style="list-style-type: none"> <li>Act as chief assistant to the ED in the overall management of NASDSE operations if needed</li> <li>Assist the ED in developing content, monitoring activities &amp; member training on the new NASDSE website</li> </ul>	<ul style="list-style-type: none"> <li>Oversee the NASDSE website and the content</li> <li>Oversee the NASDSE business office rental</li> <li>Manage the NASDSE storage unit</li> <li>Ship needed materials to events</li> <li>Post all legacy finance &amp; operations manuals to the board's online portal</li> <li>Assist in ensuring that all operations policies, procedures &amp; manuals are updated as needed</li> <li>File all federal W-9s as needed</li> <li>File SAM registration as needed</li> <li>Keep the City of Alexandria Business License active &amp; in compliance</li> <li>Ensure the SunBiz license is current for our Florida Corporation status is maintained/compliant</li> <li>Ensure the VA Commonwealth State Corporation license is maintained/compliant</li> </ul>
<b>Membership Engagement</b>	<ul style="list-style-type: none"> <li>Create frequent &amp; ongoing engagement activities, products &amp; services for members</li> <li>Evaluate engagement activities, products &amp; services for effectiveness</li> <li>Ensure that members are aware of the membership engagement opportunities</li> <li>Create stakeholder feedback opportunities to adjust strategic plan activities as needed</li> <li>Highlight state activities &amp; models that have produced positive systemic results</li> </ul>	<ul style="list-style-type: none"> <li>Present federal policy updates at in-person &amp; virtual meetings of NASDSE's members, affiliate groups, &amp; the annual conference</li> <li>Act as the NASDSE point of contact for all current &amp; future affinity groups</li> <li>Attend, present &amp; highlight the work of state directors &amp; affinity group members at national/state conferences</li> </ul>	<ul style="list-style-type: none"> <li>Serve on the annual conference planning team</li> <li>Manage silent auction at annual conference</li> <li>Assist in helping organize the awards ceremony &amp; state night at the annual conference</li> <li>Coordinate site visits for future conference hotels/locations</li> <li>Schedule all new onboarding calls with new directors</li> <li>Update all NASDSE membership databases when new members are onboarded</li> <li>Assist the ED in any logistics for an annual new director's academy</li> </ul>
<b>Board of Directors</b>	<ul style="list-style-type: none"> <li>Responsible for leading NASDSE in a manner that supports &amp; guides the organization's mission as defined by the Board of Directors.</li> <li>Responsible for communicating effectively with the Board &amp; providing, in a timely &amp; accurate manner, all information necessary for the Board to function properly &amp; to make informed decisions.</li> <li>Conduct at least four quarterly board meetings annually</li> <li>Conduct at least four quarterly finance committee meetings annually</li> <li>Provide training &amp; onboarding to new board members</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Executive Director in supporting the NASDSE Board of Directors</li> <li>Develop &amp; deliver quarterly updates on public policy, affinity groups, &amp; coalitions</li> <li>Act in the absence of the ED to develop &amp; deliver content for the Board of Directors quarterly/called meetings</li> <li>Assist the ED in onboarding new board members</li> </ul>	<ul style="list-style-type: none"> <li>Serve as the logistics coordinator for all finance committee &amp; board of directors' meetings</li> <li>Provide all members with reminders about upcoming meetings</li> <li>Assist the ED in onboarding new board members</li> </ul>

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<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Works with the board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.</li> <li>• Responsible for implementing NASDSE’s programs that carry out the organization’s mission.</li> <li>• Responsible for strategic planning to ensure that NASDSE can successfully fulfill its Mission in the future</li> <li>• Responsible for enhancing NASDSE’s image by being active &amp; visible in the community &amp; by working closely with other professional, civic, &amp; private organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate with the ED &amp; the Board in the development, execution &amp; oversight of long-range strategic planning</li> </ul>	<ul style="list-style-type: none"> <li>• Provide ideas for staff &amp; the Board on how to implement the strategic plan activities</li> <li>• Assist the ED/DED to capture summative data on the strategic plan activities</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Create a comprehensive communications plan to improve membership engagement</li> <li>• Create a comprehensive social media plan to improve organizational awareness &amp; members' successes</li> <li>• Research &amp; utilize recommended technology tools to improve external communications</li> <li>• Send a monthly newsletter to membership</li> <li>• Deliver monthly fireside chats to members</li> <li>• Develop improved communications process with affinity groups &amp; the Board</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as liaison to coalitions with other national education &amp; disability organizations</li> <li>• Coordinate responses to inquiries from NASDSE members, external partners, stakeholders, &amp; the public</li> <li>• Promote &amp; communicate NASDSE’s priorities &amp; policy agenda to journalists &amp; the press</li> <li>• Work with ED, Board, &amp; consultants to develop a comprehensive set of communication strategies to improve membership engagement &amp; public recognition of member successes</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee vendor relations &amp; communications</li> <li>• Assist in scheduling all membership virtual events</li> <li>• Assist the ED/DED &amp; contractors with any communication dissemination needs</li> </ul>
<b>Government Relations</b>	<ul style="list-style-type: none"> <li>• Oversee all government relations strategies &amp; plans</li> <li>• Participate in government relations activities as needed</li> <li>• Explore new partnerships or activities that may further the NASDSE public policy platforms</li> <li>• Ensure the Board &amp; membership is informed about all public policy work</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as NASDSE’s public policy leader</li> <li>• Lobby &amp; advocate for NASDSE’s public policy positions to a variety of external audiences</li> <li>• Develop policy positions &amp; strategies to be presented to the membership</li> <li>• Draft letters, comments on proposed regulations &amp; provide feedback</li> <li>• Serve as the staff lead for planning &amp; conducting monthly public policy engagement events with members.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the ED &amp; DED in disseminating any information to members regarding public policy work</li> <li>• Assist the ED &amp; DED in scheduling any meetings or activities needed for government relations</li> </ul>