

JOB DESCRIPTION

EXECUTIVE OFFICER

Direct Service to Volunteers and *Social Problems*:

- A. Assists and advises President, Board of Directors, Committee Members and the SSSP Membership.
- B. Reports current developments affecting the association, assists in preparing and revising budget for Treasurer and the Budget, Finance, and Audit Committee; manages and monitors budget and SSSP assets on a monthly basis.
- C. Oversees production of *SSSP Newsletter*, division newsletters/elections, membership renewal campaign.
- D. Oversees Nominations and Elections Committee by sending notifications of candidacy, obtains biographies, assists Administrative Officer when preparing general election ballot.
- E. Serves Program Committee and problem-solves; works closely with the Meeting Manager before and at the Annual Meeting. Assists the Administrative Officer/Meeting Manager when laying out the preliminary and final program.
- F. Staffs Board of Directors and Budget, Finance, and Audit Committee Meetings.
- G. Facilitates projects assigned to the Administrative Officer and Graduate Research Associate.
- H. Serves *Social Problems*: monitors publication including finances, circulation, advertising, promotion, works closely with the publisher. Works with the Editorial and Publications Committee in negotiating a contract for publishing *Social Problems*.
- I. Develops and maintains the operations handbook for officers and committee members. Works with the Permanent Organization and Strategic Planning Committee on updating operations handbook.
- J. Annually acknowledges volunteer work of all SSSP officers and committee members through thank you letters and appropriate gifts.
- K. Works with the Council of Special Problems Divisions to support and monitor the activity levels of the Divisions, and reports to the Board pursuant to SSSP bylaws.

Organizational Work:

- A. Manages Executive Office and supervises staff ensuring that all appropriate University and SSSP Business office and personnel reviews are conducted and reported to the Permanent Organization and Strategic Planning Committee.
- B. Assists Administrative Officer when writing and revising membership brochures, annual meeting registration forms, and contracts with the journal publisher, vendors, suppliers, and the host institution. This responsibility entails regular, uninterrupted meetings (i.e., at least one meeting per week) with Administrative Officer.
- C. Proposes revisions of bylaws to Bylaws Committee.
- D. Writes newsletter column for the SSSP Newsletter.

- E. Problem-solves and innovates: assists in developing ideas for promotional campaigns for Society and for *Social Problems* and works with the appropriate partners and vendors to execute them, develop ideas and structures for non-membership dues revenue generation and works with appropriate partners to initiate them.

Work with Outside Organizational Environment:

- A. Selects business partners and vendors on basis of competitive bids and monitors their work.
- B. Assists Meeting Manager while negotiating and working with hotels and airlines, registration staff at Annual Meeting, Convention Bureau personnel to obtain materials for registration packets. Enters into agreements with hotels on behalf of the Society.
- C. Writes public relations material for Society and Annual Meeting; represents Society to host Department, campus University system, and to others.
- D. Seeks information about developments in external environment which affect SSSP. Works with lawyers, auditors, and other professionals who serve the Society.
- E. Networks with other association executives and vendors in the American Sociological Association (ASA); Association of Black Sociologists (ABS); regional societies and other related societies. Attends workshops and conferences in association management to keep current.
- F. Deposits funds in various accounts of the Society.
- G. Signs checks to disburse funds for payment of Society bills. (Checks over \$1,000 require two approved signatures--see bylaws)