



Call for Applications for
Executive Director(s)
School Science and Mathematics Association
Application Deadline - September 1, 2023

The School Science and Mathematics Association is seeking proposals for the position of Executive Director(s) for a five-year term for the period July 1, 2024 – June 30, 2029. The Executive Director(s) provides dynamic leadership and significant service at the national level, including promotion of SSMA through social media outlets, and works directly with the President and the Board of Directors to achieve the goals and objectives of the Association. The Executive Director(s) serves as an appointed member of the Board of Directors and acts in an advisory (non-voting) capacity. The Executive Director(s) is directly responsible for the staff and operation of the Central Office of the Association, which is housed at the Executive Director's institution. The Executive Director(s) must be an SSMA member and must maintain their membership during the entirety of their tenure, and it is preferred that the Executive Director(s) have been an active SSMA member(s) prior to assuming the Executive Director(s) role.

The Central Office handles all business and financial operations, membership management, and day-to-day operations of the Association. The Central Office also maintains the primary website at <http://www.ssma.org>. Duties of the Central Office include, but are not limited to, the following:

- Serves as the treasurer and chief financial officer of the Association. In that capacity, the Executive Director(s) manages day-to-day financial affairs, including paying bills and keeping up-to-date accounting of the organization, and signs contracts on behalf of the Association.
- Arranges for annual tax preparation and auditing of organization finances.
- Monitors the SSMA Endowment Fund at the discretion of the Board.
- Maintains proactive communication with membership, in coordination with the social media coordinator and board of directors, through email, website, and other emerging technologies.
- Maintains the shared Board Member drive space that includes all SSMA documents.
- Arranges virtual board meetings, board travel and accommodations as necessary for

- in-person meetings.
- Assists the Convention Director of SSMA for annual conventions and other events. In this capacity, the Executive Director(s) arranges for all meeting rooms, coordinates convention registration, catering, etc. Additionally, the Executive Director(s) communicates with Convention Director to assist in coordinating the program of the convention.
 - Initiates communication with committee chairs and assists all committees with their assigned and regular responsibilities, including sending out their scheduled reports to the membership.
 - Works with Wiley-Blackwell and journal editors regarding the SSM journal, including but not limited to, the contract, journal subscriptions, etc.
 - Manages and maintains the association website and, at the discretion of the Board, seeks and submits to the Board multiple proposals for website development/updates.

We seek qualities in a Director(s) that include expertise and experience in science and/or mathematics education; expert computer skills including extensive work with databases and spreadsheets; financial accounting skills; management skills in hiring and supervising office staff; and contractual negotiating skills. Most importantly, the Central Office is the first point of contact to current and potential members. As such, the Executive Director(s), and their assistant, must be proactive in website maintenance and regular communications to the membership through email, website, and other social media outlets.

The host university is expected to provide staffing and support such as half-time release for the Executive Director(s) and a full-time Assistant dedicated to the position. The Assistant is supervised by the Executive Director(s). The Association, recognizing the importance and scope of the position, offers financial support in the amount of \$35,000 to assist the host university in developing an effective model of operations for the Central Office. The host institution is reimbursed beyond this amount for Association-related long-distance calls, duplication and printing, and mailing. All position-related expenses for travel done in the name of the Association, including Board and Convention meetings, are likewise covered. The host institution will provide the office space and furniture sufficient to support the Executive Director(s) and full-time Assistant. Space must also be supplied for Association-owned equipment and files, as well as storage of publications, records, and convention materials.

Candidates for the position must submit a written application by September 1, 2023, that includes the following information:

1. Brief Introduction;
2. Curriculum Vita;
3. Operational and Organizational Plan for the Central Office;
4. Proposed Budget describing how the \$35,000 from SSMA and financial commitments from the host institution would be distributed; and
5. Endorsement Letter from a qualified superior committing the host institution to the terms mentioned above.

The School Science and Mathematics Association is interested especially in applications involving institutions that value this type of service in its faculty members and look favorably on such contributions regarding matters of faculty retention and promotion.

Interested parties may contact the Chair of the Search Committee, for more information. Formal selection is expected to occur at the October 2023 Board Meeting. Completed applications should be emailed to:

Dr. Sandi Cooper
SSMA Executive Director Search Committee
SSMA President Elect
sandra_cooper@baylor.edu