

Constitutional and Executive Board Guidelines for the Executive Director

1. The Executive Director shall be paid an honorarium to be set by the Executive Board.
2. The Executive Director shall receive expenses and registration fee payment for conferences or workshops as well as travel expenses to conferences and workshops for student councils and state student council-related business subject to the approval of the Executive Board.
3. The Executive Director shall be bonded.
4. The Executive Director shall be elected for a term of three years.
5. The election of the Executive Director shall be held at the August Executive Board meeting.
6. The Executive Director shall assume the position on January 1 of the year following the selection.
7. The Executive Director shall have clerical assistance or secretarial help as needed and will be reviewed annually.
8. The Executive Director shall be the spokesperson for the Pennsylvania Association of Student Councils.

Responsibilities of the Executive Director

- I. Hold meetings of the Executive Board as often as necessary to:
 - A. Work with the host school in planning for the annual state conference.
 - B. Attend all meetings of the State Executive Directors and Workshop Directors as called by the National Association of Student Councils
 - C. Transact business of the association:
 1. Carry out additional duties at the discretion of the Executive Board.
 2. Meet with the PASC Leadership Workshop Directors as needed.
 3. Direct no more than one PASC Summer Leadership Workshop.
 4. Provide an inventory of all PASC records, materials, and financial reports and location of these items.
 5. Appoint District Directors in the case of vacancies until the PASC District can elect a replacement.
 6. Oversee and assist all established positions of the board, including but not limited to Administrative coordinators and the Board of Directors.
- II. Executive Director Selection Process
 - A. Applicants will be solicited in the March *PASC News*.
 - B. Letter of application with references and a resume will be sent to the Assistant Executive Director by May 15.

- C. Executive Board members of the Constitution and Policy Committee will interview candidates at the August meeting and selection will take place by secret ballot of Executive Board members.

III. Resignation of the Executive Director

As a courtesy to the association, the Executive Director is asked to give 60 days notice of terminating services and assist with the transition.

IV. Position of Assistant Executive Director

- A. The position of Assistant Executive Director shall be held by an adult member of the Executive board; elected by the Executive Board at the August meeting for a period of three years, not to coincide with the election of the Executive Director.
- B. The Assistant Executive Director will record and prepare minutes of the Executive Board meetings and send them to all board members in a timely fashion via Google Docs.
- C. The Assistant Executive Director shall be the advisor and editor of the PASC Facebook. This work shall be done in collaboration with the State President-Elect.
- D. The Assistant Executive Director will send social acknowledgments.
- E. The Assistant Executive Director's name must be placed on all financial accounts of PASC.
- F. The Assistant Executive Director shall be responsible for collaborative meetings with District Directors on a regular basis
- G. Prior to all Executive Board Meetings, the Assistant Executive Director shall consult with the Executive Director in the planning of the meeting agendas.
- H. Responsibilities upon the death/resignation/incapacity of the PASC Executive Director shall fall to the Assistant Executive Director for the following:
 - 1. Obtaining all PASC equipment, materials, membership, and financial records.
 - 2. Assuming control of PASC savings and checking accounts and handling all normal bill payments and receipts.
 - 3. Handling correspondence and working with the Publications Coordinator. On appropriate announcements
- I. The responsibilities of the Assistant Executive Director assumed upon the death/resignation/incapacitation of the Executive Director shall end with the election of a new Executive Director and assumption of office.
- J. The Executive Director shall notify in writing his school administrator as to the location of PASC records, equipment, and materials, and the Assistant Executive Director shall have access to such materials in the event of an emergency or death. A copy of this shall be kept in PASC records.

