



## 90<sup>th</sup> Division Association Executive Director Search

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### **Search Announcement for Executive Director, 90<sup>th</sup> Division Association**

After three decades of dedicated service to the 90<sup>th</sup> Division Association's veterans and their families, Association Executive Director Rhoda Reid has decided that it's time to step aside. For most of those 30 years, Rhoda teamed with husband Jim and together they were responsible for managing all of the business affairs of the Association and running the annual reunion. The Association owes a tremendous debt of gratitude to the Reids for their years of loyalty and passionate service.

The Association is now seeking an individual or team to assume the Executive Director responsibilities and lead the organization in the future. The position will become open on August 1, 2019. The position description can be found on the Association's website ([90thdivisionassociation.org](http://90thdivisionassociation.org)) or the Association's Facebook page (90<sup>th</sup> Division Association).

Anyone interested in serving in this very important position can obtain additional information by contacting either of the following:

COL (Ret) Jim Beesley, Search Committee Chair, 713-854-8594, [jbeesley373@gmail.com](mailto:jbeesley373@gmail.com)

MG (Ret) Ron Sholar, Search Committee Vice-Chair, 405-780-0113, [jrsholar@aol.com](mailto:jrsholar@aol.com)



**Job Description of Executive Director**

**90<sup>th</sup> Division Association**

The object of the Association shall be to cherish and perpetuate the memory of our heroic dead, to promote the welfare of the members of the Association, to preserve the bonds of friendship which now unite them, and to assure that our country is capable of defending itself against all dangers, whether from within or without its borders. (From 90<sup>th</sup> Division Association Bylaws)

**DUTIES OF THE EXECUTIVE DIRECTOR**

1. Administrative
  - a. Work under the supervision of the Association Executive Committee (EXCOM). Experience with non-profit, 501(c)(3) organizations preferred but not required.
  - b. Demonstrate excellent administrative skills and ability to effectively manage the daily affairs of the Association. Must possess excellent computer skills (Microsoft Office software, email, internet).
  - c. Maintain the Association membership roll and communicate as needed with Association members.
  - d. Attend all meetings of the Association and of the EXCOM and record the proceedings of such meetings.
  - e. Maintain custody of all records and accounts pertaining to the Association and keep same at the Association's designated headquarters.
2. Financial
  - a. Be fiscally responsible and familiar with accounting procedures and experienced in developing budgets and financial statements. In cooperation with the EXCOM, prepare the Association's annual budget.
  - b. Maintain accounts of all monies, credits, debts, and property accrued and/or disbursed by the Association, and provide such accounts, statements, and inventories of monies, debts, and property, as required by the EXCOM. Manage the finances of the association using a financial management system such as Quicken or Quick Books.
  - c. Receive funds (annual dues, reunion registration fees, special contributions, etc.) and pay out funds of the Association in accordance with the directions of the EXCOM.
  - d. Submit the financial records of the Association for an annual review by a Certified Public Accountant (CPA) and present the review at the Annual Meeting.
  - e. Render a financial account to the Association of all funds and property of the Association for the fiscal year July 1 to and including June 30 at each Annual Meeting of the Association and at such other times as the EXCOM may direct.
3. Communications
  - a. Prepare and distribute in electronic form no fewer than two issues per year of the Association Newsletter.
  - b. Partner with the Association webmaster in ensuring that Association members are kept up to date on Association affairs.



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4. Annual Reunion – The Executive Director is the individual most responsible for planning and coordinating all phases of the annual reunion. The main responsibilities include the following:
  - a. Partner with the President in negotiations with hotels which are under consideration for hosting the annual reunion.
  - b. Coordinate/negotiate with candidate hotels in establishing reunion requirements (guest room block, meeting space, meals, etc.).
  - c. Prepare for and conduct reunion registration.
  - d. Coordinate with the EXCOM in developing the annual reunion program.