

TAWA Executive Director

Summary: The executive director is an independent agent working on behalf of the Texas Auto Writers Association whose duties are to assist the organization and its members in advancing TAWA and its mission.

Salary: The executive director shall receive a contracted remuneration amount of \$1,000/month (for a total of \$12,000) in annual compensation. There will be no other compensation, monetary or otherwise. Since the bulk of the executive director's responsibilities focus on the organization's two annual events, the executive director is expected to attend both the TAWA Spring Challenge and TAWA Truck Rodeo. The executive director's meals and lodging for these events will be taken care of by the Texas Auto Writers Association. In the event the TAWA Board of Directors deem it necessary for the executive director to attend executive board meetings, lodging and meals will likewise be taken care of by the organization.

Oversight: The tenure and responsibilities of the executive director position is at the discretion of the TAWA Board of Directors. The executive director will work primarily with the TAWA President, assisting as required to ensure the responsibilities of the organization and its programs are being taken care of in a timely, efficient manner. The TAWA President may direct the executive director to assist with any TAWA committees and/or TAWA officers and project chairmen as necessary. While the executive director may attend executive board meetings (at the discretion of the board) as well as general membership meetings, the executive director is prohibited from holding voting authority.

Duties: Duties of the TAWA executive director include but are not limited to:

1). Spring Challenge/Truck Rodeo

- a). The executive director's primary responsibilities will be assisting with the planning, preparation and execution of the TAWA Spring Challenge and TAWA Truck Rodeo. Duties include but are not limited to:
 - b). Coordinating reservations for both members and manufactures; to include notices, reminders, etc.;
 - c). Booking facilities, transportation and essential related items as directed by the TAWA President and board. ;
 - d). Booking catering/reserving restaurants as directed by the TAWA President and board;
 - e). Coordinating logistics for vendor sponsors attending the events and assisting with specific needs;
 - f). Assist the TAWA President and committees to ensure all event programs are taken care of as well as the needs of members and manufacturers as they arise.
 - g). Assist the TAWA President and TAWA Treasurer ensuring all TAWA expenditures for events are paid in a timely manner.
 - h). Assist the TAWA President and TAWA Treasurer with event billing and collection of invoices as directed.

i). Secure event trophies and buckles for winners of Spring Challenge/Truck Rodeo events and handle booking of facilities for awards presentations program as well as related correspondence/reservation for attendance with members and manufacturers.

2). Membership

a). Work with the TAWA President and TAWA Membership Committee to ensure all matters pertaining to membership are in compliance with TAWA bylaws, to include notices, reminders, collection of dues, deposits, correlation of online membership lists acquisition and issuance of membership cards.

b). Coordinate the membership directory with the publisher and printer and ensure directories are mailed and/or delivered to members.

3). Accounting

a). Work with the TAWA President and TAWA Treasurer to ensure all financial matters pertaining to the organization are recorded and well documented. The executive director shall prepare a financial statement for presentation that will be delivered at all TAWA meetings. The executive director may also be called on by the TAWA President to assist in accounts receivables.

4). Communication

a). Work with the TAWA President and TAWA Secretary to coordinate and disseminate regular TAWA correspondence to the membership, via mail and electronic.

b). Work with the TAWA President and TAWA Secretary to ensure the Web site is update on a regular basis and viable to its members.

c). Work with the TAWA President, TAWA Secretary, officers and committee chairs to produce a quarterly newsletter for members.

5). Other duties as deemed necessary by TAWA President and TAWA Executive Board.

Qualifications: The successful candidate must have strong organizational skills and the ability to complete tasks on deadline, as well as the ability to communicate effectively. The ability to keep detailed records and make presentations is essential. Must have exceptional customer relation skills, as well as the ability to perform assigned tasks independently. Experience working with the hospitality industrial is a plus. Having a background in media and/or the automotive industry helpful, but not required.