

Insert state Broadcasters Association

President/Executive Director

The **Insert state** Broadcasters Association represents the interests of nearly all of the television and radio stations in the **Insert state** State Legislature, the United States congress, and various other legislative/regulatory bodies and the public. Since 1934, the STATE ASSOCIATION has worked to ensure the best interests of its members are represented before these bodies and the public.

In addition to its lobbying efforts, the **STATE ASSOCIATION** offers a variety of services to help **Insert state's** broadcaster to better serve their communities such as sales and staff training, FCC and legal guidance, the Alternative Broadcast Inspection Program (ABIP), EEO, EAS, the **Insert state** Amber Alert Program, Media of **Insert state**, and the recognition of excellence through the **STATE ASSOCIATION** Awards of Excellence and the **STATE ASSOCIATION** Hall of Fame.

The President/Executive Director provides leadership, direction and administration of all aspects of the **STATE ASSOCIATION**. This person serves as the chief executive of the Association in accordance with the association by-laws, policies and directives, and the active management of the affairs of the Association. She/he recommends and participates in the formulation of new policies and programs and makes decisions within existing policies as approved by the Board of Directors. This person also advocates on behalf of broadcasters to various constituencies including educators, the general public, and state and federal officials in political and regulatory matters.

SPECIFIC RESPONSIBILITIES

Within limits of the by-laws and policies, the President/Executive Director is responsible for and has authority to accomplish the duties set forth below:

Administrative

- Fully informs the Board of Directors, Executive Committee and Officers concerning the conditions and operations of the **STATE ASSOCIATION** and on all significant factors influencing them.
- Provides the necessary liaison to committee chairs and committees to enable them to properly perform their functions.
- Plans, promotes and supports all official meetings of the Association
- Maintains official minutes of the Board of Directors, Executive Committee and other official meeting of the Association
- Plans and promotes the **STATE ASSOCIATION** annual convention, Hall of Fame Induction and Awards of Excellence.
- Manages and promotes the Alternative Broadcast Inspection Program.
- Serves as a director on the SECC Committee for the Insert state Emergency Management Agency.
- Serves as a committee member with the Attorney Generals' **Insert state** Amber Alert Program.
- Tracks FCC deadlines and requirement/rules on behalf of members.
- Maintains active knowledge of FCC Law and Insert state legislative process.
- Represents the **STATE ASSOCIATION** to the National Alliance of State Broadcaster Associations (NASBA).

Financial

- Maintains the financial management issue of the Association including planning, purchasing, receipts, disbursements, replies and analysis.
- Develops and recommends an annual budget for consideration and approval by the Board of Directors as well as executing the approved budget.
- Ensures that all funds, physical assets and property of the Association are appropriately administered, maintained and safeguarded.
- Develops and oversees business and revenue opportunities to maintain and improve the financial health of the Association and its member stations.

Membership

- Promotes interest and active participation of the Association's activities.
- Maintains membership records and administers dues and all other assessments.
- Provides a member directory, both printed and on line and kept current to the extent it is possible.
- Periodically travels throughout **Insert state** to member television and radio stations to maintain, enhance and develop relationships.
- Appreciates the rich history of Broadcasting in Insert state. Builds or continues relationships with longtime **STATE ASSOCIATION** members and Hall of Fame Members. Proven interest in documenting and preserving important artifacts and providing recognition of those who have made a significant difference in local broadcasting in Insert state.

The President/Executive Director must be a seasoned industry professional with management experience in broadcasting, non-profit organizations or related field with the demonstrated ability to professionally represent groups or the organization to diverse audiences.

Interested parties should send a letter of application and current resume to:

Email address here.

Please include the word "application" in the subject line. Only .pdf files or Word or Word compatible documents are acceptable.

Review of applications will begin on **insert date** and continue until a candidate is hired.

The **Insert state** Broadcasters Association is an Equal Opportunity Employer.