

Chautauqua County Music Teachers Association

Job Description

Executive Administrator

Effective June 7, 2003

Executive Administrator duties would include but not be limited to:

- Maintain communication with individual members that have CCMTA responsibilities.
- Oversee timelines for events and activities, collaborating with the Winter Festival Chairperson and the June Festival Chairperson.
- Oversee the various policies and procedures pertaining to CCMTA functions, and administrate changes in those policies and procedures.
- Coordinate and oversee the distribution and retrieval of CCMTA resources such as library materials and chairperson notebooks.
- Maintain CCMTA financial records and disburse funds.
- Provide a quarterly financial report to the membership.
- Attend CCMTA functions.
- Attend Executive Board meetings. The Executive Administrator does not have voting privileges because this is an appointed, not elected position.
- Salary for this position shall be \$2500 to be paid in two parts, half on December 1 , and the remaining half on June 1 each year.