

**COUNCIL OF New England SECONDARY SCHOOLS  
PRINCIPALS' ASSOCIATION**

**Position : EXECUTIVE DIRECTOR AND TREASURER –**

**Employed by:** Council of New England Secondary Schools Principals' Association (CNESSPA)

**Job Function:** The Executive Director's primary function is the administration of the guidelines of CNESSPA, which include the day-to-day operation of CNESSPA in support of those policies. As Treasurer, the Executive Director is responsible for the accounting of all funds and holdings of CNESSPA.

**Work Year:** Twelve-month contract (part-time)

**Position Summary:** The Council of New England Secondary Schools Principals' Association (CNESSPA) is a private, non-profit corporation organized to facilitate New England Interscholastic Championships for both boys' and girls' athletics for the six-member secondary school associations of New England. The New England Council, comprised of members from the six New England high school associations, is the governing body for all interscholastic sports competed at the New England high school level. At present, the New England Council sponsors championships in twelve separate boys 'and girls' sports. These include girls' gymnastics, boys' and girls' cross country, wrestling, boys 'and girls' indoor track, boys' and girls' outdoor track, boys' and girls' golf, spirit (cheerleading) and dance. CNESSPA is administered by the Executive Director of CNESSPA, who is the lone employee and reports directly to the New England Council and its Executive board.

**Duties and Responsibilities:**

1. Execute the policies of CNESSPA (membership) and its Council.
2. Serve as CNESSPA Treasurer to perform the duties as follows:
  - a. Account for receiving and disbursing all the funds of the CNESSPA including a monthly financial report documenting all council income and expenses.
  - b. Prepare financial reports for each meeting of the Council. (A report following each season will be sent to the president and president-elect.)
  - c. Administer the investments and other holdings of CNESSPA.

- d. Approve the income and expense reports of all activities provided by CNESSPA.
  - e. Facilitate financial audits as directed by the Council.
- 3. Facilitate and assist the Council in developing short-term and long-term goals for the CNESSPA.
- 4. Supervise the maintenance of the records of CNESSPA and the distribution of reports to the membership.
- 5. Supervise the communications program of CNESSPA.
- 6. To plan and supervise all New England Championships with the assistance of various sports committees. This is to include securing appropriate sites and negotiating fees and coverage (police, medical, etc.).
- 7. To secure and maintain corporate sponsors for the various New England Championships.
- 8. Prepare press releases related to New England Championships and distribute them to major New England media outlets including but not limited to newspapers, tv, and social media.
- 9. This is also to include the preparation of tournament programs for the various championships.
- 10. Prepare agendas for all Council meetings and provide them to the members with supportive documentation, ten days prior to the meetings. This is to also include the preparation of an annual report for the Council members.
- 11. Assist in the planning and administration of semiannual meetings and events of CNESSPA.
- 12. Schedule, attend, and coordinate the work of selected standing committees.
- 13. Develop guidelines for each event sponsored by CNESSPA to include the development and maintenance of guidelines to provide for the health and safety of athletes while providing quality events.
- 14. Develop and maintain positive relationships with the members of the Council.
- 15. Provide information to members on request with regard to legal, administrative, and welfare issues and interpret CNESSPA policies.
- 16. Supervise and maintain CNESSPA website with regard to posting tournament information and results.

17. Perform other duties as assigned by the Council and/or officers of CNESSPA.
18. Maintain detailed financial records of each event and provide reports to the Council to be reviewed at the semi-annual Council meetings. as well as preparing with a CPA for submission to the IRS, the annual tax form.
19. Secure sanctions for all events with the NFHS.

### **Qualifications**

- Professional educational experience commensurate with the duties and responsibilities of the position.
- Demonstrated proficiency in the use of current technology
- Demonstrated ability to plan and assist in the directing the level of activity and programming comparable to the New England Council's program of competitions and activities.
- Demonstrated experience in Public Relations.
- Demonstrated effective leadership skills working with the New England Council membership, committees, government agencies, boards or groups, and professional associates necessary, to establish and maintain the organizational goals and mission of the New England Council.

Consideration will be given to candidates with advanced degrees, experience in interscholastic athletics and/or high school administration.

### **Terms and Salary**

This is a part-time position with flexible hours.

Employment will begin immediately.

The employment Contract will run from July 1, 2022, - July1, 2024

Salary range - \$23,000 to \$27,000 plus reimbursed expenses as approved by the Council.

No benefits are provided with this position.

The term of employment will be for two (2) years beginning July 1, 2022, and renewable thereafter at the discretion of the New England Council.

### **Application Procedure**

Persons interested in this position should submit, in writing, a current resume, three (3) letters of reference from individuals who can attest to the candidate's qualifications for the position and a letter from the applicant indicating their experience in meeting the required qualifications for the position and reasons why they are interested in the position.

Applicant's completed file materials must be submitted to the New England Council Search Committee no later than **Friday, January 14, 2022**. Materials are to be sent to:

**David Rozumek, President  
Council of New England Secondary School Principals  
c/o New Hampshire Interscholastic Athletic Association  
251 Clinton Street  
Concord, New Hampshire, 03301  
Or  
Email to: [DRozumek@Nhiaa.org](mailto:DRozumek@Nhiaa.org)**

All materials will be reviewed, and interviews scheduled as necessary at the discretion of the Search Committee. It is the intent of the Search Committee to interview finalist as soon as possible.