



KAA EXECUTIVE DIRECTOR POSITION

Individuals interested in applying for the position of Executive Director should review the following job description and submit a full resume to:

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Resumes will be accepted until June 30, 2021

JOB DESCRIPTION AND PERFORMANCE EXPECTATIONS & STANDARDS
FOR THE KENTUCKY AUCTIONEERS ASSOCIATION EXECUTIVE DIRECTOR POSITION

1. Membership Service and Administration

- 1) Serve as the primary liaison between the KAA and its membership
- 2) Assist in increasing the number of KAA members through retention of existing members and recruitment of new members into KAA.
- 3) Send new members letters or emails thanking them for joining the KAA, explaining member benefits, use of the web site, and use of the KAA logo.
- 4) Make sure that new members are added to the KAA website membership roster within 15 days of joining.
- 5) Keep the membership roster updated on a regular basis by adding new members, correcting membership data, and deleting those individuals who do not renew their membership.
- 6) Send out renewal invoices during the month of December.
- 7) Be accessible to members for questions, services, etc.
- 8) Promptly return phone calls, texts, and emails to members and others when requested
- 9) When requested, promptly send email notices out to the membership regarding relevant member news, notices of deaths and funeral arrangements, etc.

2. Magazine Publication

- 1) Be responsible for publishing and sending the magazine to members, NAA, advertisers and others on a schedule established by the KAA Board.
- 2) Look for ways to improve cost efficiency by reducing production costs and increasing revenue through additional sponsorships and advertising.
- 3) Provide a good quality of content of the magazine by including articles of various topics that have educational value, such as member benefit, business improvement, stories on successes and failures, technology matters, human interest stories, etc. Try to create a magazine product that causes members to look forward to receiving and reading the magazine.
- 4) Incorporate a “new member” section in the magazine that recognizes new members and discusses KAA benefits to new members.
- 5) Write an article pertaining to KAA operations or other constructive subject matter for each issue of the magazine.

3. Administration of the Continuing Education Program

- 1) Coordinate closely with the KAA Education Committee Chairman on identifying training needs, sites, and scheduling for the CE/CORE classes

- 2) Make all site arrangements for CE/CORE training including site selection, contract negotiation, equipment needs, room set-up, directional signage, etc.
- 3) Communicate closely with all speakers to ensure and assist with their arrival and lodging, and identify their instructional needs such as handouts, projectors, microphones, etc
- 4) Ensure that safeguards are in place to make sure that CE/CORE credits are rightfully given and to avoid any acts of deception.
- 5) Keep a record and back up record of all licensees who have obtained their CE/CORE credits and provide this information to the KBA in a timely periodic manner.
- 6) Distribute to and receive from all CE/CORE attendees, an evaluation form of the course and site, and summarize this information and provide it to the instructors, KAA Education Chairman and KBA if requested.
- 7) Develop at least one schedule of all upcoming CE/CORE courses, course content, and locations to all licensees at least 3 weeks prior to the first course.
- 8) Identify the number of staff resources for administrative assistance at the CE/CORE classes and provide this number to the Education Chairman to procure those resources needed.
- 9) Be responsible for handling all pre-registration and at-the-door registration and taking money for course registration.
- 10) All receipts from course registration shall be deposited and all expenses incurred for the course shall be paid in a timely manner.
- 11) Be courteous and helpful to all licensees (KAA members and non-members) in taking phone calls, answering questions, etc.
- 12) Provide CE/CORE certificates to in-state and out-of-state licensees upon request.

4. Board Meeting Organization

- 1) Coordinate with the President to schedule KAA Board meeting dates and locations and notify all board members of said meetings.
- 2) Prepare the agenda and all necessary information required for the agenda, including financial information, and have said information available for all board members to facilitate review and the decision making process.

5. KAA Web Site Management

- 1) Keep the web site updated in a timely manner with respect to new and deleted members, KAA events, and educational opportunities.
 - i) New members shall be added to the web site within 15 days of joining the association.
 - ii) Deceased members shall be deleted within 15 days of learning of death
 - iii) Guide members on how to update their profiles on the website as they have changes in their information, if they don't have web access make the changes for them.

- 2) Identify ways to make the website more beneficial to its members and the public.
- 3) Identify ways to enhance use of the website so that it is a key component to adding value to being a KAA member.
- 4) Look for ways the website can be used to generate revenue for the association.
- 5) Identify other web sites that could be useful to KAA members and incorporate links to those web sites from the KAA website.

6. KAA Financial Administration

- 1) Have a thorough understanding of accounting principles and bookkeeping practices.
- 2) Use a pre-established computer software record keeping system such as Quickbooks to keep track of the Associations financial condition and performance such as balance sheet and profit and loss statements.
- 3) Keep the Association's financial records updated in a timely manner. Balance sheets and profit and loss statements should be prepared not less than once a quarter (March 31, June 30, Sept. 30 and Dec. 31). These reports, including copies of the bank statements, shall be submitted within 30 days of quarter end to the KAA President and Finance Committee Chairman for review and the most recent quarter end reports shall be made available to the Board of Directors at its meetings.
- 4) All deposits should be made within 1 week of receipt and all expense obligations shall be paid in a timely manner meaning on or before stipulated due dates.
- 5) Identify all tax obligations for which the association is responsible and ensure that they are paid on or before the stipulated due date. Any penalties charged by a taxing authority that are due to late filing shall be paid by the Executive Director unless it can be clearly determined by the Finance Committee that the late filing was not the fault of the Executive Director.
- 6) Adhere to the Financial Controls as adopted by the Board of Directors August 23, 2019

7. Convention Planning

- 1) Assist the President in planning the convention with respect to site selection, equipment needs, and event and activity scheduling.
- 2) Be responsible for arranging for member pre-registration and at-the-door registrations.
- 3) Solicit for sponsorships and vendor booths. Coordinate closely with out-of-state guests regarding their accommodations and any instructional or presentation needs.
- 4) Coordinate with other KAA Committee Chairs regarding their functions and logistical matters at the convention.
- 5) Make sure that all necessary supplies, equipment, updated plaques, etc. are transported from the KAA office to the convention site.

8. KAA Betterment

- 1) Look for and identify ways to improve the Associations operations with respect to:
 - i) Member growth, relations, and services
 - ii) Improving financial performance through additional sources of revenue and/or reducing expenses
 - iii) Developing new programs that will benefit the association and membership
- 2) Identify other state auction associations that are recognized as being innovative, efficient, financially sound and respected.
- 3) Schedule a one or two day trip to visit with the Executive Director of another associations as identified in #2 above or attend their state convention to learn from them and share ideas that will be beneficial to the KAA.
- 4) Create an environment within the KAA with regard to services, programs, and financial performance that will cause it to be nationally recognized as one of the premier state auctioneer associations in the country.

9. Administer the Kentucky State Surplus Auction Program (Currently not active)

- 1) Serve as the primary contact between the KAA and the KY State Surplus Property Department to coordinate scheduled surplus property auctions.
- 2) Identify and select those auctioneers within the KAA to serve as auctioneer at the state surplus auctions.

10. Other Responsibilities

- 1) Attend the NAA convention and coordinate a meal for attending KAA members
- 2) Carry out all duties in an honest, professional, and fair manner and avoid situations that may be construed as a conflict of interest.