



## Managing Director 2019

CCMA is seeking an energetic professional to fill an important role for the Chapter. The position is available immediately. The individual selected for this position will work remotely, subject to the requirements set forth below for meeting, conference and event attendance. The position requires approximately 40 hours per month, dependable transportation, travel within CT and the NY metro area and to conferences as set forth below, moderate physical activity including lifting of supplies and materials and excellent organizational skills.

The Managing Director is responsible for the day-to-day operations of the chapter and provides valuable consistency to chapter leadership. The Managing Director serves as a support structure and works directly with the chapter's board of directors, committee chairs, and National. This position maintains all chapter records, equipment, communications, the website and keeps the chapter in excellent operating condition. The Managing Director facilitates the processing of applications, processes chapter transfer forms, and performs additional administrative duties for the chapter as outlined herein.

### Local Responsibilities

- Correspond with the board of directors, committee chairmen, and the CMAA.
- Provide monthly updates to the board of directors on status of membership, meeting attendance, and association news prior to the Board Meeting
- Participate in chapter education/business meetings and board meetings.
- Maintain and recommend procedures for the chapters administrative operations.
- Post and email education meeting announcements, board meeting notices, meeting agendas, etc. and distribute to the Chapter stakeholders.
- Devote sufficient time to ensure the proper managing of chapter assets (i.e. members, prospective members, vendors etc).
- Maintain active liaison with national headquarters staff to ensure timely dissemination of information to members
- In the absence of the secretary, record minutes for all board, chapter, and committee meetings and forward copies to interested parties in a timely manner.
- Maintain a current roster of members across all categories and update name tags.
- Assist in processing membership applications, inform chapter of all new candidates (and transfer memberships), and organize all applications and payments.
- Build new member communications through new member orientation and website access.
- Prepare a F A Q/ Important Information page/ brochure for new members (contact information, website information, billing information, meeting information).
- Manage all aspects of the chapter website, including calendar, roster, log-in, career services posting, etc., ensuring the website is updated and current.
- Manage registration at all meetings and events; update chairman, host and treasurer. Designate delegates as needed.

- Organize submissions for chapter awards and grant programs, including chapter of the year, excellence in education, and idea fair for chapters.
- Maintain historical documents for all committee chairs
- Perform duties consistent with Chapter and National bylaws
- Perform all other duties as directed by the board of directors
- Attend CMAA's World Conference
- Serve as a chapter liaison during Managing Director meeting at the CMAA's World Conference

### **Strategic Responsibilities**

- Correspond with the board of directors, committee chairmen, and the CMAA.
- Maintain and recommend procedures for the chapters administrative operations.
- Ensure all policies established by the board of directors are implemented.
- Work closely with the membership committee to build awareness of association offerings and events.
- Assist officers and committee chairs with transitions.
- Build/ Maintain strategic alliances with CMAA and other club industry affiliates.

Compensation for this part time position will be an hourly rate not to exceed \$25 per hour plus reimbursable expenses as set forth in the position description.

Interested candidates may apply by submitting a resume and compelling cover letter to:

Marc Possidento

GM / COO

Country Club of Darien

300 Mansfield Avenue

Darien, CT 06820

[mpossidento@ccdarien.org](mailto:mpossidento@ccdarien.org)

No phone calls please