

Keep Cocke County Beautiful

Executive Director Job Description

Contact Board Members (or email) by phone 1 week prior to Board meeting for reminder.

Record minutes for Board meeting

Mail *or email* minutes 1 week prior to meeting

Maintain the Resource Library

Maintain office six (6) hours on a designated day of the week

Maintain monthly attendance record for Board Members

Maintain Calendar of Events and update Board Members monthly

Update any and all business for KCCB and maintain backup

Prepare board room for monthly Board meetings

Assist Board members when requested, while working closely with the Board Chairman

Responsible for coordinating all projects and events and to include all committees

Maintain relationship with surrounding counties KAB affiliates and national affiliates as well as inform and up KAB, Inc of local activities

Maintain and update office file (hard copies)

Submit time sheet to Chairman or designated officer by the 3rd of each month in turn time sheets will be submitted to the Sheriffs office by a Board officer by the 5th of each month

Requisitions for office supplies and educational materials to the Finance Committee

Maintain Inventory on KCCB equipment and furniture

Manage weekly business of KCCB including receiving and processing mail

Serve as a resource to the Community for information on solid waste management and recycling

Submit a written report at each monthly Board meeting

Maintain and update membership information, assist chairman in seeking new members

Compile mid-year and annual report for Keep America Beautiful Inc. this would include and annual photometric index and cost benefit analysis of projects, compile any individual project reports and carbon copy all reports to Board members in a timely manner

Meeting and Conference Attendance

Regular monthly Board meetings

Attend KAB Conferences at least twice a year for further professional training including:

KAB annual meeting

KAB South/Southeast Regional meeting

Clean Tennessee Conferences

Clean Tennessee Coordinator's retreat

Clean Tennessee Regional meetings

State and National Recycling conferences

Note: Schedule and Finances permitting

Field Work During School Year

Set up and maintain Education Advisors and teachers in each County School, including all Elementary Schools, Newport Grammar School and both High Schools

Structure and schedule an Education Curriculum in every school

Assist teachers with special class projects and any other support that may be needed

Submit a plan of action one (1) month prior to beginning of school year

Field Work During Summer

Assist on all events and projects when requested

Plan and conduct workshops on litter prevention and recycling to Civic Groups, Clubs and Churches

General

The coordinator serves at the pleasure of the KCCB Board of Directors

Hours may vary depending on need while maintaining the required minimum amount of monthly hours.

Note:

Board members may be asked to perform a task that falls under the Coordinator's responsibility

This request will come from Board Chair, Education Chair, or Events and Projects Chair

Maintain eight (8) hours in the field each week