



Washington Airport Management Association

Washington Airport Management Association

Executive Director Position

***Approved by the Membership on May 6, 2010 subject to a long term Financial Plan for funding the position.**

A decorative graphic at the bottom of the page consists of several overlapping, semi-transparent geometric shapes in shades of green and grey, creating a modern, abstract design.

May 6, 2010



Washington Airport Management Association

(April 2009, revised February 2010, Board Approval April 2010)
Prepared by: Kandace Harvey in consultation with the Board of Directors

Action Item ~ Executive Director Position General Membership Meeting May 6, 2010

Vote taken and Approved by the Membership on May 6, 2010
***subject to a long term financial plan to fund the position**

- A. Presentation of the Board approved Executive Director Position recommendation to the Membership (attached)
- B. Call for a vote of the Membership to approve initiation of the process of hiring an Executive Director.



Washington Airport Management Association

WAMA Organization – Operations Manual

(April 2009, revised February 2010, Board Approval April 2010)

Prepared by: Kandace Harvey in consultation with WAMA Board of Directors

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Washington Airport Management Association

WAMA Executive Director ~ Need and Expectations

(April 2009, revised February 2010, Board Approval April 2010)

Prepared by: Kandace Harvey in consultation with WAMA Board of Directors

1. Need for Executive Director

- WAMA Officers and Board members find it increasingly difficult to effectively participate in broadening and improving the effectiveness of WAMA. The existing airport management workloads of the Officers and Board Members often take priority over WAMA activities. This means that issues important to the membership are sometimes underserved, and opportunities to develop positive change are missed.
- The Officers and Board Members feel that the challenges facing airports in Washington State today demand more focus and time than can be provided by volunteer labor. The time has come for WAMA to evolve beyond sole reliance on volunteer labor. With the increasingly complex issues important to airports and level of coordination needed, now is the time to create an Executive Director position that can provide the level of focus and attention that WAMA membership deserves.

2. Duties/Expectations of Executive Director

- With guidance from the Board (BOD) and the President, the position will be responsible for:
 - Leadership
 - Provide professional guidance and make recommendations to the President and BOD
 - Work with the Membership Committee to improve communications among the BOD and the general membership
 - Represent WAMA on boards, commissions and studies with approval of the BOD and President
 - Elevate the status of WAMA in the state of Washington and bring together strength and support by others that can aid in the advancement of WAMA's interests.
 - Develop partnerships with other aviation interests in the state where common benefit can be leveraged
 - Implementing the annual business plan approved by the Board of Directors
 - Financial Management
 - Research, resolve and apply for tax exempt status with IRS for WAMA
 - Work with Budget/Finance Committee and Treasurer to prepare the annual budget for approval by the BOD
 - Work with Budget/Finance Committee and Treasurer to prepare quarterly comparison financial reports for the BOD.
 - Manage WAMA's finances within the structure of the approved budget while meeting objectives and maintaining cash reserves.

WAMA Executive Director ~Need and Expectations

- Legislative
 - Target WAMA legislative lobbying efforts
 - Advance WAMA's adopted legislative priorities at both the state and federal level
 - Track legislation that may affect aviation, airports, or WAMA members
- Board of Directors and General Membership Meetings
 - Coordinate with President to prepare meeting agendas, distribute packets, materials, notices ~ assist with logistics
 - Attend all BOD and General Membership Meetings
 - Actively and regularly survey member needs and wants, report findings to the BOD
 - Provide an Executive Director report at each BOD and General Membership meeting.
 - Coordinate and document any By-Law or policy decision changes made
 - Together with the Secretary and Treasurer, keep a record of each meeting and file the minutes and treasurer's report in safe keeping in the association's records.
 - Suggest ways to improve the effectiveness of the committees to the Board and the President
- Conference Planning
 - Assist BOD and the Conference/Education Committee in developing conferences and conference agendas ~ securing speakers, session times, agenda items, logistical issues, lodging, meeting space, etc.
 - Coordinate and assist with information gathering, dissemination, advertising, sponsorships, exhibitors, collecting registrations, information gathering, web site, etc.
- Membership
 - Assist WAMA with recruiting new members and review membership activity at meetings.
 - Gain member participation on WAMA committees and actively engage the working committees
 - Work with the Treasurer and Secretary to invoice membership for annual dues in January of each year. Provide second notice by March 1st of each year for delinquencies. Create a suspend list for members that have not paid by April 1st ~report at each deadline to the BOD.
 - Keep membership lists accurate and current
- Records
 - Keep WAMA records (financial, meeting minutes, membership information) in an appropriate space until such time as they are to be passed on to another WAMA representative



Washington Airport Management Association

WAMA Executive Director Employment Agreement

(April 2009, revised February 2010, Board Approval April 2010)

Prepared by: Kandace Harvey in consultation with WAMA Board of Directors

AGREEMENT

On this day, _____, 20____, this Agreement is entered into by the Washington Airport Management Association, hereinafter called "WAMA", and _____, hereinafter called the "Contractor".

WITNESSETH

WHEREAS, WAMA requires the services of an Executive Director; and

WHEREAS, the Contractor will provide all administrative functions relating to, and required by WAMA, in the role of Executive Director; and

WHEREAS the Contractor will supply the time, skills and expertise as outlined and as limited in this agreement to conduct the administration of WAMA in a professional manner that improves the condition and the image of the association;

NOW, THEREFORE, in consideration of the mutual covenants and conditions specified herein, the parties hereby agree as follows:

I. TERMS OF THE AGREEMENT

Contractor shall be paid at the rate of \$50.00 per hour, not to exceed \$1,500.00 per month. Contractor shall also be reimbursed for expenses related to office supplies, postage, printing, transportation, lodging, meals, and other items as approved by the President. Contractor shall be paid within thirty days of invoice.

This Agreement shall be for a period of twelve months commencing on _____, 20____, and terminating on _____, 20____, with two (2) one (1) year renewal options. Said options shall be negotiated individually not less than ninety (90) days prior to the end of any Agreement period. Contractor understands that this agreement and any renewal options thereof are subject to the approval of the WAMA Board of Directors.

II. RESPONSIBILITIES AND DUTIES OF THE CONTRACTOR

- A. Contractor shall have the responsibility for providing the direction and administration for WAMA, the Board of Directors and the President. Contractor shall perform the duties outlined in Addendum Number 1 to this Agreement, as may be amended by mutual agreement, during the period of this Agreement.
- B. Contractor shall attend all WAMA Board of Directors and General Membership Meetings and WAMA annual conferences and shall be responsible for recording and maintaining a permanent record of those meetings.
- C. Contractor shall keep an accurate and current roster of the WAMA membership.
- D. Contractor shall prepare an annual budget and submit it for the following year to the WAMA Board of Directors no later than September 1st of each year.

- E. Contractor shall provide an appropriate interior space in which to perform the duties of Executive Director and to maintain the records (financial, minutes, membership information) of WAMA placed in his/her custody and control.
- F. Contractor shall act as a representative for WAMA in advancing the mission and conducting the business of the association.

III. CONDITIONS OF EMPLOYMENT

Contractor understands that work will be performed as it is needed and that hours may vary and that the work of WAMA is paramount and only limited to the degree that hours provided by the Contractor may be limited by the financial constraints of WAMA.

IV. PERFORMANCE REVIEW/COMPENSATION/TERMINATION

The Contractor’s performance shall be reviewed annually by the Board of Directors as it pertains to this Agreement, any amendments thereto, or option renewals, on or about July 1st but no later than sixty (60) days prior to the annual fall conference as to permit coordination with the adoption of the annual budget.

V. SEVERABILITY

The parties intend and agree that should any provision of this Agreement, or any portion thereof, be held to be void or otherwise unenforceable, all other portions of this agreement shall remain in full force and effect.

VI. ASSIGNMENT

Contractor may not assign, subcontract or otherwise transfer this Agreement or the duties and responsibilities enumerated herein without the written permission of the Board of Directors.

VII. AMENDMENT

This Agreement constitutes the entire Agreement of the parties on the subject matter hereof, and may not be modified, discharged or extended except by mutual and written amendment duly executed by the parties.

VIII. APPLICABLE LAW

This Agreement shall be deemed to have been made, and shall be construed in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, this agreement is duly executed on the day and year first above written, by the parties hereto, intending themselves to be legally bound hereby.

CONTRACTOR:

By: _____ **Date:** _____

WASHINGTON AIRPORT MANAGEMENT ASSOCIATION (WAMA):

By: _____ **Date:** _____
 With authority of the Board, Ryan Zulauf, President

By: _____ **Date:** _____
 With authority of the Board, Rich Mueller, Secretary

ADDENDUM 1

Washington Airport Management Association Job Description/Duties of the Executive Director

LEADERSHIP

Provide professional guidance and make recommendations to the President and BOD.

Work with the Membership Committee to improve communications among the BOD and the general membership.

Represent WAMA on boards, commissions and studies with approval of the BOD and President.

Elevate the status of WAMA in the state of Washington and bring together strength and support by others than can aid in the advancement of WAMA's interests.

Develop partnerships with other aviation interests in the state where common benefit can be leveraged.

Work to coordinate with members and others to improve the WAMA Newsletter and WAMA Website.

FINANCIAL MANAGEMENT

Research, resolve and apply for tax exempt status with IRS for WAMA.

Work with Budget/Finance Committee and Treasurer to prepare the annual budget for approval by the BOD.

Work with Budget/Finance Committee and Treasurer to prepare quarterly comparison financial reports for the BOD.

Manage WAMA's finances within the adopted budget while meeting objectives and maintaining cash reserves set by BOD.

LEGISLATIVE

Target WAMA legislative lobbying efforts and advance WAMA's adopted legislative priorities at both the state and federal level.

Track legislation that may affect aviation, airports, or WAMA membership.

ADDENDUM 1 ~ Page 2

BOARD OF DIRECTORS AND GENERAL MEMBERSHIP MEETINGS

Coordinate with President to prepare meeting agendas, distribute packets, materials, notices ~ assist with logistics.

Attend all BOD and General Membership Meetings.

Actively and regularly survey member needs and wants, report findings to the BOD.

Provide an Executive Director report at each BOD and General Membership meeting.

Coordinate and document any By-Law or policy decision changes made.

Together with the Secretary and Treasurer, keep a record of each meeting and file the minutes and treasurer's report in safe keeping in the association's records.

Suggest ways to improve the effectiveness of the committees to the Board and the President

CONFERENCE PLANNING

Assist BOD and Conference/Education committee in developing conferences and conference agendas ~ securing speakers, session times, agenda items, logistical issues, lodging, meeting space, etc.

Coordinate and assist with information gathering, dissemination, advertising, sponsorships, exhibitors, collecting registrations, information gathering, web site, etc.

MEMBERSHIP

Assist WAMA with recruiting new members and review membership activity at meetings.

Gain member participation on WAMA committees and actively engage the working committees.

Work with the Treasurer and Secretary to invoice membership for annual dues in January of each year. Provide second notice by March 1st of each year for delinquencies. Create a suspend list for members that have not paid by April 1st ~ report activity at each deadline to the BOD.

Keep membership lists accurate and current.

RECORDS

Keep WAMA records (financial, meeting minutes, membership information) in an appropriate space until such time as they are to be passed on to another WAMA representative.

PERFORMANCE EVALUATION

The Director will receive an annual performance evaluation by the Board of Directors at which time performance objectives will be identified for the following year.

WAMA ED initials and date _____ WAMA Officer(s) initials and date _____