

Executive Director Position

The WASBE Board is now seeking candidates for the position of Executive Director with duties beginning in January of 2009. The WASBE Board wishes to appoint the new Executive Director in January 2009, so that he/she can work with the current Executive Director until March to learn the job.

Requirements:

Applicants should have excellent written and verbal communication skills in English. Preferably candidates will have a working knowledge of one or more other languages. Candidates should have extensive knowledge of the international wind band/ensemble scene. Candidates should be sensitive to the different needs of the wind bands around the world and to their cultural differences and traditions. Candidates should have experience in diplomatically communicating with people of various cultures. Candidates should have good computer skills, a working knowledge of *Roberts Rules of Order* and budget planning, and good organizational and record keeping skills. Preferably candidates will be members of WASBE, well familiar with its goals, objectives and with some knowledge of its history.

Duties:

- Establish postal and telecommunication addresses for WASBE and forward all correspondence to the appropriate WASBE official
- Liaison with the WASBE President, Treasurer, Secretary, and Committee Chairpersons regarding all aspects of WASBE including activities, budgets, development, fundraising, and long-range planning
- Maintain, in conjunction with the WASBE Treasurer, a current listing of WASBE members, including their postal and telecommunication addresses
- Work in conjunction with the WASBE Treasurer in collecting delinquent membership fees
- Oversee and coordinate all WASBE publications
- Review all applications and requests to the WASBE Board, including the following to insure that they are in accordance with the guidelines provided by the Board.

Applications for hosting a WASBE Conference

Requests for WASBE endorsement of non-WASBE events

Requests for organizing a WASBE section

Requests for Affiliated Status

- Prepare all official documents in accordance with guidelines provided by the Board
- Deposit copies of all official correspondence and documents with the WASBE Historian
- Attend all Executive, Board and Association Membership Meetings. (The Executive Director is a *non-voting* member of the WASBE Executive and the WASBE Board.)
- Aid the WASBE President in organizing the biennial Association Membership Meetings
- Aid the WASBE President in organizing Executive and Board meetings

- Has responsibility for the WASBE Booth at the annual Midwest Band and Orchestra Clinic
- Present, in conjunction with members of the Executive, an orientation session for new members of the Board at the biennial conferences
- Market and promote WASBE in accordance with the funding provided by the Board
- Provide information concerning WASBE to all interested persons; as far as possible this information should be in the native language of the person requesting the information
- Provide information about WASBE to wind band publications
- Aid the Executive and the Board in any additional matters deemed appropriate

Additional Duties

Depending upon qualifications, additional duties may include Editor of the WASBE Newsletter, WASBE Publisher, and/or WASBE Business Manager.

Remuneration:

- The WASBE Executive Director is compensated in accordance with funding made available by the WASBE Board and will be remunerated starting at the time of appointment at the rate of US\$5,000.00 annually.
- The Executive Director has the authority for expenditure for running the WASBE Office in accordance with the WASBE Budget and is reimbursed semiannually.
- The Executive Director will be reimbursed initially as follows for costs resulting in attendance at WASBE Membership Meetings and meetings of the WASBE Executive and the WASBE Board:

Transportation costs (economy or second class)

Hotel costs

US\$40.00 per Diem for meals

Applications:

- The deadline for applications is **15 November 2008**
- Send applications and supporting materials to:

Dr. Leon J. Bly, Chairman
 WASBE Executive Director Search Committee
 Graf-von-Galen-Str. 28
 D-70565 Stuttgart
 Germany
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 Fax: +49 / 711 / 715-7761
 Email: LJBly@T-Online.de