*EXECUTIVE DIRECTOR SEARCH*

*New England Tire and Service Association is a non-profit trade association incorporated in Massachusetts in 1951. The association provides support services to independent businesses selling tires and independently owned businesses providing automotive services. We currently support over 580 member locations throughout New England.*

*Position Summary:*

*This is an Independent Contractor Position that provides administrative support, financial record maintenance, budget preparation and implementation of business plan to achieve association goals in conjunction with the Executive Board and Board of Directors. Participates in regularly scheduled BOD meetings and maintains communication with NETSA Member Locations.*

*These responsibilities include but are not limited to:*

* *Attend to the regular administrative management of the Association.*
* *Send notices regarding, coordinate, and attend board meetings and board-sanctioned committee meetings. Ensuring the results of these meetings and committee accomplishments are in conformity with the bylaws and goals of the Association as directed by the Association’s board of directors.*
* *Work in coordination with the board-elected treasurer to maintain current Association financial records and records regarding the status of the Association memberships, payments received, expenses incurred. Consultant will prepare appropriate information to an Association-hired accountant for annual tax-return preparation.*
* *Consultant will bill for all membership fees and services provided by the Association and deposit payment for these when they are collected in an account to be provided by the Association.*
* *Consultant will maintain contact with the existing Association membership and be a central information point for those existing members. Will provide communications on membership benefits and their details to all Association members.*
* *Consultant and Board Members will actively recruit and sign up new members. Build prospective Association members list and maintain a system to increase Association memberships. Association has expressed an interest in growing members on an annual basis.*
* *Consultant will also maintain a member benefits package satisfactory to its’ Board of Directors. This role involves the search for new programs in addition to existing programs accepted by the Board of Directors and in coordination with the Benefits Committee.*
* *Consultant will coordinate one Association trade show annually in coordination with the Association and the Trade Show Committee.*
* *Consultant will coordinate one annual golf outing for the Association in coordination with the Events Committee. A second outing may be held during the annual Trade Show weekend at the discretion of the Board of Directors and the Events Committee.*
* *Consultant will produce four Association newsletters annually.*
* *Consultant will maintain a web presence for the Association which currently includes* [www.netsa.org](http://www.netsa.org) *. All expenses for the development, maintenance, and publishing of this website shall be the responsibility of the Association.*
* *Consultant will promote and report on activity of the Association Scholarships Program and hold all records pertaining to this event.*
* *Consultant will monitor New England State Legislation that pertains to, or, affects the tire and automotive service industry. Will provide updates on such legislation to the NETSA Board of Directors on a timely basis and ensure NETSA representation at any formal hearings.*

These responsibilities are not inclusive and Consultant will be responsible to assist the Board Members with other Association functions on an as needed basis as instructed by the Executive Committee.

Qualifications:

* Tire and Service Industry experience a must
* Excellent Communication and writing skills
* Able to travel throughout New England when required
* Self-starter able to work without supervision
* Excel and Word skills a plus

Interested Parties should submit a Resume no later than September 30, 2017 to:

Tony DeSimone

c/o NETSA

PO Box 1012

Yarmouth, ME 04096

Or Email:

Desimone49@gmail.com