

**Case Management Society of New England**  
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**JOB TITLE:** Executive Director

**ORGANIZATION:** Case Management Society of New England (CMSNE)

**JOB DESCRIPTION OVERVIEW:** The Executive Director position is a non-benefited paid position that requires up to but not exceeding 40 hours a week. The successful candidate will be required to: manage Chapter administration by overseeing day-to-day operations, ensure Chapter functioning within the Policies and Procedures developed by the Executive Board, and assist the Chapter in keeping with National guidelines and bylaws and is responsible for the coordination of the CMSNE Annual Conference. The Executive Director reports to Executive Board and is supervised by the CMSNE President.

**MINIMUM REQUIREMENTS:** Ability to work independently is required. Computer knowledge utilizing the following programs is necessary: Microsoft Word, Excel, Publisher, Front Page, Adobe and Peachtree Accounting. Excellent verbal, interpersonal, organizational and writing skills a must. Occasional travel in the New England region is necessary.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** The essential functions and responsibilities are divided into categories, which correspond to the associated office/committee:

***Chapter Administration - Executive Board***

- Involved with vendor, consultant, and program site contracts, and insurance policies (Liability Insurance and Director and Officer Insurance).
- Assists in the development and oversees administrative regulations and procedures for implementing CMSNE policy.
- Arranges for Executive Board and Committee meetings, attends all meetings of the Executive Board, and attends Committee meetings when requested by the Committee Chair
- Prepares the board/committee agenda, arranges meeting site and/or teleconference and sends attendance notices.
- Maintains a record of minutes, policies and procedures adopted by CMSNE.
- Disseminates information to the Executive Board in regards to national, chapter and other business that would directly effect the operation of the chapter or the profession of case management.
- Calculates and reports on votes taken by the Executive Board either by e-group, teleconference or in person board meeting.
- Completes projects as assigned or directed by the Executive Board.
- Coordinates bi-monthly chapter mailings, which include meeting announcement and newsletter, in accordance with chapter bylaws.
- Address and refer if necessary inquiries in regards to certification, advertisement, corporate membership/sponsorship, programs, mailing lists, etc.

### ***Financial***

- Assures accurate accountability of CMSNE revenues and oversees the accounting of CMSNE monies in cooperation with the Treasurer and Chair of the Scholarship Committee.
- Assures collection, deposit and calculation of CMSNE revenues to appropriate budgets.
- Maintains individual treasuries for CMSNE Extensions (RI, NH, WMA).
- Reviews, audits and makes timely payments on CMSNE expenses related to the operation of the chapter, in accordance with CMSNE policies and procedures, approved contracts and as directed by the Executive Board
- Works with CMSNE's Accountant to ensure that all necessary state, federal and payroll tax reporting is completed and audit of accounts is completed.
- Works closely with the CMSNE Executive Board and Committee Chairs in the development and recommendation of the CMSNE budget.

### ***Membership***

- Maintains and updates membership database, assuring that all membership updates are made on both a local and national level.
- Coordinates correspondence to all new, renewed and lapsed members of CMSNE.
- Maintains contact with National Membership Services in regards to accuracy of membership listings, status of and general inquiries related to membership.
- Maintains and updates current CMSNE membership literature and assures that CMSA membership materials are available at all CMSNE related activities.
- Answers and responds to inquiries regarding membership.

### ***Technology***

- Supports maintenance of CMSNE website information and refers to CMSNE Technology Consultant as necessary.
- Works in cooperation with input from of the Technology Consultant..
- Assures that service fees for monthly website and domain name registration is paid.
- Maintains all CMSNE equipment, ensuring that equipment is operational and that service policies are effective. Makes appropriate recommendation if/as need arises for service and/or upgrade.

### ***Newsletter***

- Works in cooperation with and under the direction of the Newsletter Committee.
- Ensures that timely submissions are made by appropriate officers and committee chairs in regards to chapter events and activities.
- Compiles information and develops CMSNE's bi-monthly newsletter for editing and approval by the Newsletter Committee.
- Coordinates printing and mailing of newsletter, ensuring quality and the most cost effective means.

### ***Nominating***

- Works in cooperation with and under the direction of the Nominating Committee and in agreement with the Policy and Procedure established for Balloting and Chapter Bylaws.
- Distributes, compiles and develops candidate biographies and ballot.
- Collaborates with the Technology Consultant to develop/maintain on-line balloting procedures.
- Ensures distribute ballots to all eligible CMSNE members and verifies and calculates all completed eligible ballots.

- Reports to President, President Elect and Nominating Chair the results of ballot.

### ***Extensions***

- Works in cooperation with Extension Chair (Co-Chairs) to ensure that CMSNE Extensions are functioning within the established Policies and Procedures.
- Develops and distributes program flyers as directed by the Extension Chair or designated CMSNE representative.
- Maintains up to date individual mailing databases for CMSNE Extensions (RI, NH, WMA, ME)
- Maintains individual treasuries for CMSNE Extensions (RI, NH, WMA).
- Coordinates administrative activities as directed by Extension Chair, to include but not limited to: contracting with site, coordination and application for continuing education units, request for educational grants, fax blitz, registration, name badges, calculation of evaluation, follow-up thank-you letters to speakers and sponsors etc.

### ***Program***

- Works in cooperation with and under the direction of the Program Committee.
- Develops and distributes program flyers as directed by the designated CMSNE Program Committee representative.
- Coordinates administrative activities as directed by Committee member, to include but not limited to: establishing budget requirements for the program; locating, securing and contract with program site; coordination and application for continuing education units; request for educational grants; registrations; name badges; onsite coordination; calculation of evaluation; follow-up thank-you letters to speakers and sponsors; etc.
- Maintains records for CEU verification.
- Coordinates special educational programs as directed and approved by the Executive Board, to include but not limited to: Annual Building Strategies Conference, CCM Preparatory Course and special extra chapter meetings.

### ***Public Relations***

- Evaluates and make recommendations for changes to membership materials.
- Maintains appropriate supply of materials necessary for distribution at CMSNE meetings.
- Prepares and distributes CMSA/CMSNE membership packets.
- Coordinates activities in regards to CMSNE Corporate Memberships, including but not limited to letters to prospective corporate members, confirmations of membership, invitations to exhibit/sponsor or submit a call for proposals, renewal/lapse notifications, conference registration coupons, etc.
- Refers prospective Corporate Sponsors to CMSNE Vice President for follow-up and discussion of Corporate Sponsor benefits.
- Maintains prospective corporate member/exhibitor database.

### ***Annual Conference***

- Works in cooperation with and under the direction of the Conference Committee.
- Administrative tasks include, but are not limited to the following: overall conference, speakers, brochure development, Call for Papers and Proposals, Exhibitors/Sponsors, Continuing Education Credits
- Develop conference evaluations based on speaker objectives.
- Distribute evaluation results with new and retiring conference committee, CMSNE Executive Board, Program Committee and conference speakers.
- Maintain records for CEU verification.

***Scholarship/CMOY***

- Works in cooperation with and under the direction of the Scholarship/CMOY Committee to ensure that deadlines, publicity, selection and policies and procedures associated with the Scholarship program and Case Manager of the year award are adhered to.