

Case Management Society of New England

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Policy 23-02

Date: 3/8/16

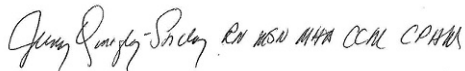
Policy & Procedures: Payment of CMSNE Executive Director

Purpose: The purpose of this policy is to develop procedures and safeguards for the payment of the CMSNE Executive Director. This position is a full time salary benefited position. Refer to job description for duties and responsibilities of Executive Director.

Procedure:

1. Executive Director position is a 40 hour week salaried position.
2. Executive Director on a monthly basis generates payroll checks, enters data into Accounting System to create payroll checks and calculate taxes for Electronic Federal Tax Payment System (EFTPS)
3. Executive Director will mail original payroll checks to Treasurer.
4. Executive Director is designated keeper of an original payroll records file, which will be maintained at the CMSNE office.
5. Treasurer will review monthly payroll checks and approve payroll by endorsement of payroll checks. Any discrepancies or questions that may arise are reviewed with Employee & Board of Directors, on an as needed basis.
6. Treasurer will forward paycheck to Employee by mail. This process should be completed within 5 business days, unless other arrangements have been made.
7. Executive Director will on the first workday of every month or no later than the 14th of the month make an electronic payment to EFTPS (based on # 2 above).
8. Executive Director will in the 1st week of every new-year provide Accountant with previous end of year salary information for W-2 purposes.
9. Executive Director will generate employee W-2 form through Accounting System.
10. CMSNE Accountant will by January 31st of each year review the W-2 form for Employee.
11. Executive Director will file taxes annually to IRS by April deadline date.

Attachments: Executive Director Job Description

 Jenny Quigley-Stickney, RN MSW AHA CCM CPAMA

Jenny Quigley-Stickney, President 2015-17

Date: 3/8/16

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JOB TITLE: Executive Director

ORGANIZATION: Case Management Society of New England (CMSNE)

JOB DESCRIPTION OVERVIEW: The Executive Director is a salaried benefitted position that requires up to but not exceeding 40 hours a week. Benefits for this position are referenced in Policy & Procedure 35-07-CMSNE Paid Time Off. 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 Board of Directors, 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 Board of Directors 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, WordPress, Adobe, Survey Monkey, Constant Contact, PayPal and Quickbook 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 – Board of Directors

- Involved with vendor, consultant, and program site contracts, and insurance policies (Workers' Compensation, Liability Insurance and Director and Officer Insurance).
- Assists in the development and oversees administrative regulations and procedures for implementing CMSNE policy.
- Arranges for Board of Directors and Committee meetings, attends all meetings of the Board, and attends Committee meetings when requested by the Committee Chair
- Distributes the board/committee agenda, arranges meeting site and/or teleconference and sends attendance notices when directed by Chair/President.
- Maintains a record of minutes, policies and procedures adopted by CMSNE.
- Disseminates information to the Board of Directors in regards to national, chapter and other business that would directly affect the operation of the chapter or the profession of case management.
- Calculates and reports on votes taken by the Board either by email, teleconference or in person at board meetings.
- Completes projects as assigned or directed by the Board.
- Coordinates bi-monthly chapter electronic mailings, which include meeting announcement and newsletter, in accordance with chapter bylaws.
- Address and refer if necessary inquiries in regards to certification, advertisement, corporate 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, ME, MA).
- 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 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 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.
- 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 Consultant as necessary.
- Works in cooperation with input from Consultant.
- Assures that service fees for 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 electronic distribution 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.
- Gathers, compiles and develops candidate biographies and ballot.
- Develops/maintains on-line balloting procedures through chapter website and Survey Monkey.
- 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 databases for CMSNE Extensions (RI, NH, ME, MA)
- Maintains individual treasuries for CMSNE Extensions (RI, NH, ME, MA).
- 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, email blasts, registration, name badges, calculation of evaluation, follow-up thank-you letters to speakers and sponsors etc.

Special Conferences

- Coordinates special educational programs as directed and approved by the Board of Directors, to include but not limited to: Annual Building Strategies Conference, Hospital Based Conference, Social Initiative Conference, CCM Preparatory Course and special extra chapter meetings.
- Develops and distributes program flyers as directed by the designated CMSNE Committee representative.

- Coordinates administrative activities as directed by Committee, 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.

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 Sponsorships, 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 Annual Conference Committee.
- Administrative tasks include, but are not limited to the following: overall conference administration including site identification/coordination, speakers, brochure/webpage development, Call for Papers and Proposals, Exhibitors/Sponsors, Continuing Education Credits
- Develop conference evaluations based on speaker objectives. Coordinate with online evaluation vendor.
- Distribute evaluation results with new and retiring conference committee, CMSNE Board, Program Committee and conference speakers.
- Maintain records for CEU verification.

Scholarship/CMOY/AOSE

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