



CONTRACT OF APPOINTMENT

This contract of appointment between the *International Society for Music Education* and xxxxxxxxxxxxxxxx for the services of xxxxxxxxxxxxxxxx in undertaking the role of Chief Executive Officer.

This document sets out the conditions applicable to the appointment.

Job Title: Chief Executive Officer

Organization: International Society for Music Education (ISME)

Type of Employment: 2 year contract, part-time, renewable

Base Location: Full-service office (insert city and country)

Honorarium: \$50,000 (USD) per annum, payable on presentation of company invoice

Commencing date: xxxxxxxxxxxxxxxx

Termination date: xxxxxxxxxxxxxxxx (renewable)

DUTY STATEMENT

Primary purpose of position

The primary purpose of the position is to lead the daily business and activities of the Society within the framework of the resolutions of the General Assembly, according to the instructions of the Board of Directors, as led by the President, and in collaboration with all members of the management and administrative team.

Duties

Duties and responsibilities include, but are not limited to the following:

The General Assembly

- Notify all members of the date and details of the ISME General Assembly
- Process resolutions for the General Assembly
- Prepare the agenda
- Prepare meetings in consultation with the President
- Supervise voting during the General Assembly
- Ensure that minutes are taken and appropriately processed
- Distribute and archive all documents pertaining to the General Assembly

The ISME Board and Executive

- Call meetings on behalf of the President;
- Prepare and attend meetings;
- Prepare agendas in consultation with the President;
- Ensure the preparation of Minutes and appropriate records of all meetings in consultation with the President;
- Distribute and archive all related documents (reports, minutes, agendas, contracts, etc);
- Oversee, with the Immediate Past President, the elections of President Elect and Board Members-at-Large, including those related to the Nominating Committee;
- Supervise any procedures that require voting;
- Preparing and presenting an annual report to the Board within respective areas of responsibility;
- Process calls and nominations for Honorary Life Membership;
- Process calls and nominations for Honorary President.

Policy and Constitutional Matters

- Inform the Board of the implications of policy and constitutional matters for deliberation and decisions;
- Oversee and coordinate any electronic voting that needs to occur in between face-to-face ISME Board meetings;
- Ensure with colleagues that policy is implemented;

- Maintain the currency of the ISME Policy Manual and advising the President on any appropriate changes needed.

Membership

- Oversee the management and administration of members and membership activities
- Ensure membership benefits are relevant to the needs of its members
- Maintain the quality and security of the member records
- Respond to members inquires or needs
- Maintain communications and connections to members

Daily Business of the Society

- Ensure that the daily business of the society is managed and administered effectively, in cooperation with other members of the administration team, contractors and suppliers;
- Work collaboratively with the other members of the administration team to ensure that all administration functions are aligned to current and emerging needs of the organization, liaising with the President, Executive, and Board as necessary;
- Liaise with the President and Executive in the appointment of any additional administrative personnel, when authorized to do so by the Executive on behalf of the Board;
- Administer agreed changes to constitution and by-laws;
- Liaise with Honorary President, Honorary Life Members, past officials;
- Liaise with SAGE and Routledge personnel and members of the administrative team, in consultation with the President and Executive committee, over publications;

Commissions, Committees

- In co-operation with the President, President Elect (Commissions), Immediate Past President and Board, to act (with support from other administrative personnel) as the liaison person and point of continuity for ISME Committees, with an overview of any working/focus Groups and ad hoc committees, such as Commissions, Special Interest Groups and Forums, Council of Professional Associations, committees as appointed for each biennium and committees in relation to conferences.

Representation and Advocacy:

- Represent ISME and its distinctive mission in all relevant public situations, working in close collaboration with the President, Executive, and Board;
- Ensure that positive networking is established and maintained with external organisations that link to the post-holder's particular areas of responsibility;
- Respond to day-to-day enquiries as appropriate to the main area of responsibility;

- Be in attendance on appropriate committees and working groups, in liaison with the President and Executive as designated by the President;
- Act as primary liaison point within the administration with third parties, including sponsors and music industry, in consultation with the President and Executive;
- Act as an initial contact point for speaker engagements, in liaison with President.

Marketing, Promotion, and Media Relations

- Work in collaboration with the President, Executive to market and promote ISME membership and activities to individuals and organisations whose interests lie in music and education
- Work in collaboration with the President, Executive and Advocacy Standing Committee to design, implement, and evaluate advocacy strategies;
- Develop in consultation with the Executive Committee and Board marketing materials, including the development of copy;
- Ensure that appropriate media materials are drafted, including releases, Newsletters, postcards, opinion columns, and features.
- Maintain ISME brand assets and materials

Sponsorship

- Work with the President and Executive in developing sponsorship packages and drafting materials;
- Manage the design and production of materials;
- Work in collaboration with the President and Executive to identify, approach, and respond to donor prospects.

Strategy

- Provide input into the development of strategic direction for the President, Executive, and the Board;
- Implement strategic policies with respective areas, as directed by the President, Executive, and the Board.

ISME World Conferences:

- Liaise with the Executive to ensure that budget and finance support are provided as required for each conference committee and liaise with the Executive on all conference accounts and related procedures;
- Attend conference site before conference;
- Oversee the selection of contractor and suppliers such as professional conference organisers;
- Attend conference and undertake a variety of support functions as part of the Conference Secretariat (pre-conference, during and post-conference);
- Liaise with the local Conference Organising Committee (COG) Chair in support of the world conference;

- Work in liaison with the President and Executive Committee in the preparation of future bids and their assessment and selection

Other

- Comply with the ISME's Code of Conduct;
- Comply with requirements of country of location Occupational Health and Safety (OH&S) legislation and workplace safety laws (Australia);
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures.

Reporting Relationships

The position reports to the ISME Board of Directors primarily, through its chair, the ISME President.

NOTICE OF TERMINATION

Written notice must be given of termination of service

Either party can terminate this agreement for any reason on three months notice.

Notwithstanding the provisions of this clause, notice shall not be required where serious or wilful misconduct is the cause for dismissal.

CONTRACT RENEWAL

If all parties are satisfied, the contract may be renewed following approval from the ISME Board of Directors. Each party is required to inform the other of its intentions to renew or conclude this agreement ninety days prior to the termination date being (insert date)

STATEMENT OF ACCEPTANCE

Please return this statement of acceptance to the President, ISME

I accept this offer of appointment dated **XXxx**

I will take up this role immediately upon offer.

Signature

Date.