

## INDIANA ASSOCIATION FOR COLLEGE ADMISSION COUNSELING

### HUMAN RESOURCES POLICY

Approved November 10, 2016

#### 1. Staffing

- a. Title: Manager
- b. Part-time. Approximately 20 hours per week average.
- c. Contract, ongoing
- d. Job Description:

Provides administrative support to IACAC Executive Board and general membership. Provides continuity of the association's operations through annual Executive Board transitions.

- General oversight of association's activities, manages day-to-day operations, and assures a smoothly functioning, efficient organization. Serves as the point of contact for the association's communication and public relations outreach.
- Assist with projects. This may involve duties related to workshops, annual conferences, and other IACAC events
- Other responsibilities as assigned by the President and / or Executive Board
- Administrative
  - Open and process all mail. Answer telephone and email questions / concerns, directing them to the appropriate Executive Board member when necessary
  - Monitor and purchase office supplies
  - Maintain tax exempt status
  - Manage and maintain website and membership management system...currently Wild Apricot.
  - Maintain appropriate and current computer software
- Fiscal
  - Coordinates fiscal activities in conjunction with the Treasurer
  - Deposit membership dues checks on a regular basis into checking account
  - Maintain financial records using bookkeeping software such as QuickBooks
  - Manage PayPal account
  - Work with CPA to prepare annual tax filings
- Executive Board
  - Attend Board meetings and, as needed, Membership Committee meetings
  - Serves as Ex Officio member of Executive Board and all standing committees
  - Reports to the Executive Board at its regular meetings and at other times on association's activities
  - Store records of all meetings and events , including minutes provided by the Secretary, Committee Chair reports, financial documents provided by the Treasurer, copies of tax filings, insurance information, contracts, event programs.
  - Assist with sending appropriate documents and reports to NACAC annually
- Membership:
  - Coordinate all facets of the membership process with the Membership Committee, including developing, collecting and recording membership applications and fees, reminders to non-renewing members, maintaining membership database, creating and distributing membership reports for each Executive Board meeting.
  - Track membership totals and store membership records from previous years
  - Prepare and mail / email membership information and other correspondence in a timely manner

## 2. Office

- a. Staff person will maintain home office
- b. Office equipment needed
  - i. Laptop computer – Provided by IACAC if necessary
  - ii. Printer / scanner – Provided by IACAC if necessary
  - iii. Cell phone with dedicated IACAC phone number – Provided by IACAC

## 3. Compensation

- a. Staff person will be paid on a monthly basis
- b. Monthly paychecks will be paid via the Chase automatic system
- c. Compensation will be reviewed annually as a part of the Performance Review process
- d. Adjustments in salary will be effective on July 1 (beginning of IACAC fiscal year)
- e. Compensation will include a stipend to defray the cost of federal self-employment tax.\* This stipend will be paid in full on June 30 for that fiscal year. If the staff person leaves IACAC employment before June 30, the amount will be pro-rated to the last day worked, and paid within one week of departure.

\*Self-employed workers pay Federal tax of 7.65% x 2 of their contract compensation under \$118,500. They then can claim a deduction of ½ of that amount on their Form 1040. The paycheck of workers who receive W-2's reflect Social Security and Medicare withholding of 7.65%. The employer is then required to match and deposit on the employees behalf an additional 7.65%.

## 4. Performance Review

A performance review will be conducted annually by the Executive Committee (President, Past President, Secretary, and Treasurer). A 360 review model will be used asking for feedback from selected Board members and a self-assessment from the staff member.

The Performance Review will be conducted in March, and will include a recommendation for compensation for the next fiscal year. That recommendation will be provided to the Treasurer to be used in the Budget process for the next fiscal year which will be finalized at the July Executive Board meeting.

If the Performance Review results in areas of improvement, that feedback will be given to the staff person in writing along with an action plan for development and a follow-up plan.

## 5. Resignation

- a. During the hiring / employment process, any new staff person will be asked to provide at least two weeks notice of resignation.
- b. Resignations should be given to the President

## 6. Termination

- a. When an employee is believed, in the opinion of the Executive Team, to have a job performance problem or to be engaging in behavior that is unacceptable or counterproductive, the employee will be given an opportunity to improve his or her performance or be subject to immediate termination depending on the severity of the action.
- b. In instances where the Executive Team believes that the job performance problem or behavior can be corrected, a verbal notice will be made that includes a plan for correction. This action will be followed up in

writing. After 60 days, if the Executive Team believes that adequate improvement has not been achieved, then termination or further remediation will be considered.

- c. The final decision on termination will be made by the IACAC Executive Team. The employee may be given at least one week notice of termination. In severe circumstances, termination may be immediate.
- d. Following termination, the employee will be paid through the last day worked. Payment will be made within seven days.

#### 7. Hiring

- a. Immediately upon notice of resignation or termination of the staff person, the Executive Committee will begin the search for a successor. Other members may be added to this committee if necessary. At that time, the job description will be reviewed and updated if necessary.
- b. Job postings will be placed on appropriate paid and non-paid websites and on the IACAC website.

#### 8. This policy will be reviewed annually by the Executive Committee.