

NORTH AMERICAN GEOSYNTHETICS SOCIETY

Chapter of the International Geosynthetics Society

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NEW POSITION ANNOUNCEMENT CALL FOR APPLICATIONS

The Board of Directors of the North American Geosynthetics Society (hereafter referred to as "NAGS.") announces the establishment of the position of Executive Director of the Society. This is a part time position amenable to the President of NAGS.

This is anticipated to be a two-day a week position, with the Executive Director working out of their home. The compensation for this position will be a negotiated incentive based agreement, with the possibility of an additional flat figure stipend.

The anticipated starting date for this position is April 1, 2005.

The basic duties and responsibilities of the Executive Director are shown below.

EXECUTIVE DIRECTOR OF NAGS: DUTIES AND RESPONSIBILITIES

The Executive Director is the person in NAGS responsible and accountable for the effective and efficient management of the Society's affairs in accordance with written policies, guidelines and instructions issued by the Board of Directors or the President. The Executive Director reports to the President.

The Executive Director:

- develops and implements, subject to Board's approval, appropriate management and administrative processes and procedures;
- develops, in collaboration with the President, the Agenda for meetings of the Board of Directors and Executive Committees;
- ensures the preparation and distribution of packages of Agenda documents and meeting minutes;
- maintains the Society By-Laws;
- develops and maintains the Society documents;
- reviews, verifies, (when necessary), and approves all membership applications;
- answers written or verbal inquiries or requests regarding the Society's organization and activities; sends or provides requested matter;
- transmits special information, requests or other matter to appropriate officials of the Society for appropriate action;
- amends, subject to Board's approval, the Society's Brochure, Membership Application and Fee Invoices, if and when necessary or desirable;
- carries out, from time to time, such duties and assumes such responsibilities as assigned to him/her by the President;
- Supervises and works closely with the Managing Director in many of the above duties.

Persons interested in applying for this position shall submit a resume of geosynthetic related experience, as well as other professional, and/or volunteer organizational experience, which may or may not be related to geosynthetics. Any Person applying for this position must be a member of the North American Geosynthetics Society.

Applicants are also asked to submit a one page statement on the goals they would have for the position in terms of helping NAGS grow and function in the future. Based on the statement of compensation above, the statement should also include a proposed compensation package.

The deadline for receipt is January 17, 2005.

Resumes, or requests for further information, should be sent to either the e-mail or land mail address shown:

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