

CHAPTER PAID STAFF POSITIONS

HSMIAI considers a chapter's paid staff as **extended staff**. There are many titles used to describe this important chapter position; Administrator, Consultant, Executive Director, etc. We encourage chapters to acquire the services of a paid, full or part-time professional. With the new dues structure now funding the chapter at \$90 per member, we are hopeful that a number of chapters will explore and/or act upon this option.

The following pages represent four sample agreements, job descriptions, and actual contracts for your referral. There are currently 20 chapters enjoying the benefits of a paid staff member. The fees and arrangements vary greatly, from \$200 per month, hourly fees, to contracts up to \$1,800 per month.

There are many benefits to be derived from this investment, here is just a short list:

- Continuity of Operation
- Less Stress
- Higher Board & Committee Performance
- More Professional Board Meeting & Financial Reporting
- Better Record Keeping

HSMIAI makes an investment in each chapter paid staff member:

- Complimentary Membership
- International Board Position Representation
- "Orientation Day" in Washington, DC
- Special Session during the Annual Marketing Summit

Please refer to your most recent copy of the Leadership Directory, which is updated four times each year, to contact chapters who are experiencing the benefit of having a paid staff member. Many chapters believe this to be a luxury when in fact it is more of a necessity in today's hectic and pressure packed work environment.

Please call Margie Sheffer, Director of Chapter Relations, for assistance in your pursuit or analysis of acquiring a paid staff member for your chapter.

LETTER OF AGREEMENT

On this _____ day of _____, 200__ - _____ Management services has agreed to fulfill the services outlined in the Chapter Executive Directors Job Description to the _____ Chapter of HSMIAI for the yearly fee of \$1700.00/year.

This retainer will be paid quarterly on the 30 th day of March, June, September, and December, in the amount of \$425.00/ quarter. Expenses with receipts will be submitted monthly by the Executive Director and paid by the chapter Treasurer monthly.

Incentive: The chapter will pay a new member commission of \$20.00 per new member the Executive Director recruits to the chapter. Proof of new member recruitment must be provided with commission requests.

The Executive Directors job description will be reviewed and updated as necessary on a yearly basis. The Executive Director will be reviewed at the completion of the fiscal year by the elected officials of the chapter.

Either party may terminate this Agreement with thirty (30) days written notice.

Chapter President

Executive Director

Committee Member

Committee Member

Any amendments in responsibilities to the above will be in writing and initialed by the Administrator, Chapter President and Vice President.

#1 Small Chapter - Administration - Part Time

LETTER OF AGREEMENT

POSITION: CHAPTER BUSINESS MANAGER/ADMINISTRATOR

RESPONSIBLE TO: CHAPTER PRESIDENT

On this ___ day of _____, 199___, (Company/Individual) _____
has agreed to fulfill the following services:

1. Set up and maintain master files, i.e., newsletter, meeting minutes, etc.
2. Set up a file for each monthly dinner, which will have the attendance sheets, recap form, the banquet perspectives, the confirmation letter sent to that property prior to the event.
3. Set up and maintain a file detailing no-shows, i.e., who, when, amount owed.
4. Attendance at all Board meetings
5. Attend committee meetings when requested, i.e., fund raising, educational, etc.
6. Take minutes at all meetings. Those minutes will then be forwarded to the Chapter President who will mail them out with the agenda for the upcoming meeting and any memo/correspondence to the Board. The above information is mailed to the Board two weeks prior to the next Board meeting.
7. Maintain the books for the Chapter. Authorized signature: Chapter Administrator and Chapter President and/or Chapter Vice President.
8. Maintain membership roster, which is updated through notices from international with new members and renewal.
9. Design and complete a membership directory to be given to each Chapter member annually. Updates/inserts to be completed quarterly.
10. Compile all articles for monthly newsletter.

11. Design monthly newsletter and meeting notice.
12. Produce and mail monthly newsletter and / or meeting notices.
13. Maintain monthly newsletter and mailing list for members and prospective member.

The Chapter agrees to pay \$_____ a month for this position, plus reimbursement for supplies. Cost of monthly luncheons will be paid by the association. It is agreed that this position can be terminated by either party with a one month written notice.

HSMIAI Chapter President

Contracting Company/Individual

#2 Mid-size Chapter - Professional Paid Staff

LETTER OF AGREEMENT

This letter serves as an agreement between the Hospitality Sales & Marketing Association

International _____ Chapter and _____.

The Chapter hereby contracts with Manager for a retainer of \$_____ per month, based upon a commitment to fulfill the duties as enumerated below:

1. The Manager will serve as the Chapter administrative headquarters, thereby providing a mailing address and telephone number for the Chapter and storage for its files. The Manager shall serve as the official custodian of the Board's Minutes, financial records, resolutions, correspondence and other matters as determined by the Chapter.
2. The Manager will acquire membership in those organizations deemed necessary by the Chapter Board of Directors and the Manager for the conduct of business and proper networking liaison within the industry. Such Membership fees will be underwritten by the Chapter.
3. The Manager will coordinate work with the Chapter's Board of Directors in accordance with assigned responsibilities.
4. The Manager will develop the budget based upon projected income and expenditures determined by each Director in accordance with their assigned responsibilities.
5. The Manager will maintain the membership registration database; provide information in response to requests for the Chapter's membership information, mailing lists, event registrations, etc.; process membership enrollments/renewals, mail, faxes and other (coordination) necessary. The Manager will develop a

- program with the Membership Director to increase membership and provide additional member benefits.
6. The Manager will work with the Education Chairperson and will be directly involved in the development of the content for educational seminars and conferences developed by the Chapter.
 7. The Manager will work with the Fundraising Chairperson and other assigned committees in developing new fundraising opportunities.
 8. The Manager will maintain the Chapter's bank account, deposit monies, prepare all checks for approval of and signature by the Treasurer, and coordinate all financial matters with the Treasurer to ensure that all fiscal areas of concern are properly organized.
 9. All legitimate expenses incurred in the process of maintaining the account will be paid with the proper documentation as determined by the Chapter Board of Directors. Any non-operational purchases of \$ _____ or more must be verbally approved by at least one Chapter Officer.
 10. All costs incurred to operate the Chapter will be paid to the Manager on a monthly basis with the submission of documented paperwork.
 11. This Agreement may be canceled by either party with 90 days written notice. In the event of such cancellation, both parties agree that they will complete all tasks and comply with the terms of this Agreement for the remaining 90 days, and the Chapter agrees not to hire any then-current employees of the Manager for a period of two years or to engage the services of a firm which is owned or operated by said employee for two years.

ACCEPTED BY:

President HSMIAI Chapter

Date

Management Company

Date

#3 Large Chapter – Professional Paid Staff

DUTIES AND RESPONSIBILITIES

EXECUTIVE DIRECTOR

The Executive Director serves as the chief operating officer, providing leadership to the Association and serving as an ex-officio member of the Board of Directors without the right to vote. The Director implements the various programs, policies and activities determined by the Board of Directors.

FACULTY

1. Provides a centrally located, fully equipped business headquarters for an HSMIAI Chapter.
2. Provides a dedicated phone line for an HSMIAI Chapter to be answered eight (8) hours per day, five (5) days a week (8:30 a.m. to 5:00 p.m.).
3. Stores directories, membership material, stationary, tape library, registration materials, name badges, photographs, chapter history, bylaws and miscellaneous files on-site.

OFFICE ADMINISTRATION

1. Verbally discusses the general nature of inquiries and phone calls with the President on a monthly basis, or as needed.

2. Receives phone, fax and mail reservations for all Chapter functions. Maintains reservations list, operates registration table at functions.
3. Operates resource library as directed.
4. Handles phone calls, receives and distributes Association mail and performs other administrative services as requested and approved by the President.

FINANCIAL ADMINISTRATION

1. Collects monies, handles receipts and reconciles reports and lists from all functions.
2. Bills meeting/seminar no-shows immediately and follows up to collect. Submits to treasurer report of outstanding balances.
3. Handles all financial transactions, provides a reconciliation report for money collected from each meeting/event. Deposits all monies, processes all check requests and prepares all checks for officer signatures. Submits all reports to accountant and Treasurer.

BOARD ADMINISTRATION

1. Facilitates the transition of officers and board members from term to term, keeps the board fully informed on the conditions and operations of the Association.
2. In conjunction with the President, plans and attends all Executive Committee, Board of Directors meetings and retreats. Drafts board agenda for President's approval, prepares official minutes with Secretary's approval.

3. Works closely with the Board of Directors and Committee Chairs in carrying out the goals and objectives of the Association.
4. Acts as liaison with International Headquarters.

MEMBERSHIP

1. Maintains a database that will generate lists and labels according to pertinent information with fixed and variable categories. Specific records should be kept, for example, of the entire membership, status, committee commitment, anniversary date, etc.
2. Submits a month-end report to Membership Chair. The report will indicate the number of prospective letters and new member packets processed, including who they were sent to.
3. Maintains and updates membership and prospective list, maintains label list. Compares and reconciles information received from HSMIAI International Office on a monthly basis.
4. Membership Directory shall be distributed at least once a year to members only. Non-members may purchase membership list or labels.
5. Receives and processes member applications and forwards to International Headquarters.
6. Assembles and mails prospective member letters and packets. Packets include letter from Membership Chair, current newsletter (if available), application and brochure.
7. Assembles and mails new member packets. Packets include President's letter, committee preference form, membership profile for newsletter and Membership Directory.

8. Receives new members responses and fields to appropriate committee chair or board member.
9. Administers and maintains membership name badges and ribbons.
10. Concentrates on improving member relations.

NEWSLETTER/FLYERS

1. Assists Newsletter Chair in compiling, writing and editing monthly newsletter; typesets, layouts and coordinates printing labels and mails.
2. Assists in securing newsletter advertising. As directed by Newsletter Chair, bills and collects from advertisers.
3. As directed by the President and/or committee chairs, typesets and coordinates printing of other mailings for monthly meetings, special events, retreats, seminars, etc.

ASSOCIATION ADMINISTRATION

1. Promotes active participation in Association activities; implements and executes annual program of work as set forth through the committee structure.

ALLIED ADMINISTRATION

1. Establishes such relationships with other industry, service or professional associations as are desirable or necessary.

2. Participates in such programs and activities that would further the goals of the Association and enhance the professional development of the Executive Director.

#3 Large Chapter – Professional Paid Staff

EMPLOYMENT AGREEMENT

EXECUTIVE DIRECTOR

THIS AGREEMENT, dated _____, 199__, by and between the **HOSPITALITY SALES & MARKETING ASSOCIATION**, _____ **CHAPTER**, hereinafter referred to as “Employer”, and _____, hereinafter referred to as “Employee”.

RECITALS

- A. Employer is a non-profit corporation organized under the law of the State of _____.
- B. Employee is serving as Employer’s Executive Director
- C. Employer and Employee desire to set forth the terms and conditions of their Employee Employer relationship.

NOW, THEREFORE, The Employer and the Employee do hereby mutually agree as follows:

- 1. **EMPLOYMENT:** The Employer hereby employs the Employee and the Employee do hereby accepts employment with the Employer, upon the terms and conditions and for the term hereinafter set forth.
- 2. **TERM:** Subject to the provisions for termination and renewal as hereinafter provided, the term of this Agreement shall commence on

_____, 199__ and shall continue until _____,
199__.

3. **DUTIES AND AUTHORITY:** The Employee's basic duties are to implement the various programs, policies and activities determined by the Employer. Employee also shall have those duties and responsibilities as set forth in the position description attached to this Employment Agreement, and by this reference incorporated herein. In addition, Employee's services may be more specifically defined and either extended or curtailed, from time to time, at the discretion of the Employer.
4. **COMPENSATION:** The Employer shall pay the Employee, for services rendered by the Employee under this Agreement, a monthly fee of \$ _____.
5. **EXPENSES/BUYOUTS:** The Employer shall pay or reimburse Employee for such reasonable and necessary expenses incurred by Employee in connection with the Employer's business, such as monthly phone service (including voice messaging system), printing (quotes obtained from all printing jobs), Xerox copies (at .05 each), postage, long distance phone and fax charges, shipping charges, delivery charges, registration and mailing materials (such as name tags, raffle tickets, mailing envelopes, mailing labels, etc.). These additional costs are to be itemized and billed at the end of each month. Employer may, from time to time, approve additional expenses as necessary.
6. **TERMINATION:**
 - a.) Death: In the event of the Employee's death during the term of this Agreement, this Agreement shall thereupon terminate and the Employer shall pay to the Employee's beneficiary or estate, as that term is hereafter defined, the pre-rata portion of the Employee's salary that was earned but unpaid at the date of the Employee's death.

- b.) Permanent Disability: In the event the Employee should become permanently disabled during the term of this Agreement, then in thirty (30) days (min), this Agreement shall terminate. For the purposes hereof, “permanent disability” shall mean that disability resulting from injury, disease or other cause, whether mental or physical, which incapacitates the Employee from performing the normal duties as Employee, and is permanent in nature, and that contemplates the continuous, necessary and substantially complete loss of all professional activities.
- c.) Voluntary Withdrawal: The Employee may voluntarily terminate employment hereunder by giving at least ninety (90) days prior written notice to Employer of Employee’s intention to withdrawal. Such notice shall specify the end of a calendar month as the termination date.
- d.) Dismissal:

For Cause: The Employer may terminate the Employee’s employment under this Agreement at any time for cause giving written notice to the Employee at the address as listed on the Employer records specifying the effective date of termination. As used herein, “cause” shall mean death, disability rendering the Employee unable to perform the duties hereunder, dishonesty, fraud, breach of the terms and conditions of this Agreement or failure to perform Employee’s duties hereunder to reasonable satisfaction of the Employer. In the event of dismissal, payments for compensation and charges for expenses shall be prorated to date of termination.

Without Cause: The Employer may terminate Employee’s employment under this Agreement at any time without cause/or non-renewal of this Agreement. IN the event Employer terminates Employee without cause or non-renewal of (this) contract the Employer shall pay to the Employee the amount of one month’s

contract fee per each year of service not to exceed six (6) months and an amount equal to unreimbursed expenses due.

7. **RENEWAL AND REVIEW:** This Agreement may be renewed for successive one (1) year periods at the mutual election of the Employer and Employee, commencing _____, 199__ and ending each _____.
8. **AMENDMENT:** This Agreement may only be amended by an agreement in writing signed by the parties hereto.

Signed this date: _____ HSMIAI CHAPTER:

By: _____
Employer/President

By: _____
Employee

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