



**National Association
of State Directors
of Pupil Transportation Services**

National Association of State Directors of Pupil Transportation Administrative & Member Services Director Job Responsibilities

General Description of Position

- This job is considered part-time with approximately 20-25 hours per week. There may be some weeks where more help is needed (during the Annual Conference, Board Meetings), but there will be other weeks where minimum support is needed).
- Administrative & Members Services Director shall execute the day-to-day business operations of NASDPTS, which include billing for member dues, maintaining current contact information and responding to member requests for business related information.
- Skills Preferred
 - Student transportation experience on a management level (preferred but not required.)
 - Self –motivated, self-directed
 - Effective communicator (verbal, written, electronic)
 - Meeting and conference planning experience
 - Able to professionally work with associates within and outside the association

Tasks

Membership

- Annual Membership renewals via Wild Apricot (automated email reminders/payments)
- Updating information through Wild Apricot

Regional State Director Meetings

- With the help of the Executive Director, schedule bi-monthly or monthly Regional Division meetings via zoom
- Maintain updated Regional State Director lists in Wild Apricot
- Participate in and contribute to Regional State Director Meetings

Website

- Update website as news is sent out. (Executive Director's emails to State Directors is placed in the NEWS section of the website)
- Add events such as the Annual Conference, Supplier Showcase, Annual Membership Meeting, Annual Supplier Council Meeting, Annual SNAC Meeting, Board of Directors Meetings, and any other pertinent meetings to the EVENTS section of the website.
- Monitor Members applications for approval
- Send member email announcements by way of the website
- Ongoing website maintenance

Events

- Record the minutes of all scheduled or called meetings of the Board or other official business or membership meetings as a backup to the Secretary and Executive Director.
- Assist in planning and participate in 3 in-person Board Meetings per year (Spring, Summer, and Fall) and any zoom meetings scheduled throughout the year. Your assistance may be requested for Board packets, meeting accommodations to include food & beverage, offsite meals and sleeping and meeting accommodations.
- Annual Convention
 - Work closely with the Executive Director and President Elect to plan and prepare for the NASDPTS Annual Conference
 - Work in tandem with the Executive Director with food/beverage, meeting room set up, speaker details/needs, workshop presentations, recognition awards, giveaways, Supplier Showcase registrations/needs, convention booklet (electronic version) and any other relevant tasks
 - Responsible for event registration (Wild Apricot), financials, name badges and onsite registration
- National Congress on School Transportation (NCST)
 - Work closely with the Steering Committee Chair (Pat McManamon) to provide general office support

Accounting

- Annual membership dues renewals
- Sponsorship (invoicing, follow up, payments)
- Annual Conference income/expenses
- Gathering approval and writing checks for reimbursements and/or association expenses
- Reconcile NASDPTS checking account, savings account, NCST savings account CD interest (monthly) and Affinipay (credit card processor through Wild Apricot)
- Financial reports to Treasurer (bi-monthly or as requested)
- Work with Finance and Audit Committees as requested
- Annual financial report to Treasurer for Annual Membership Meeting during Annual Convention
- Work with CPA to file 990 taxes each year

Software Programs

- Adobe Acrobat (PDF documents)
- Wild Apricot
- Microsoft Office
- QuickBooks
- Social media to include Facebook, Twitter and Instagram

NASDPTS is accepting applications up until 5:00pm ET on Friday, November 11th. Please be sure to include: A Cover Letter, Resume and Three Professional References. All applications will be reviewed, and you will be contacted with the next steps.

Any questions, as well as all applications, should be sent to NASDPTS Executive Director, Ronna Weber, at execdir@nasdpts.org.