



International Association for Research on
Service-learning and Community
Engagement

SCOPE OF WORK

IARSLCE Administrative Home

1. TERM OF CONTRACT

The term of agreement is for six (6) years, commencing on June 1, 2008 and ending on May 31, 2014. The agreement will be reviewed annually by the designated representatives from IARSLCE and the Administrative Home Institution, to determine any necessary modifications.

2. SCOPE OF WORK

According to IARSLCE Bylaws, the Administrative Home Institution is responsible for the management of daily administrative and financial operations of the Association, and is responsible for ensuring the performance of the following duties:

- a. provision of necessary support/staffing by the Administrative Home institution;
- b. appropriate collection and disbursement of Association funds;
- c. management of the Association's finances and related accounts;
- d. reporting, correspondence, communications, and record keeping for the Association;
- e. maintenance of the Association website and associated listservs; and
- f. other responsibilities as designated by the IARSLCE Board of Directors.

The Administrative Home Institution provides organizational support to the IARSLCE Board of Directors. The IARSLCE Board of Directors determines compensation to the Administrative Home Institution for specific administrative expenses of the Administrative Home Institution incurred on behalf of or in support of the Association. The Administrative Home Institution serves in that capacity as host to IARSLCE at the pleasure of the Board of Directors or until it resigns by giving notice of its resignation to the IARSLCE Board of Directors.

The Secretary-Treasurer of the Board is a senior representative of the Administrative Home Institution of the Association. The position of Secretary-Treasurer is held continuously by the representative of the Administrative Home Institution for a term of six years unless terminated by a vote of the Board of Directors or resignation of the institution. The Secretary-Treasurer is a voting member of the IARSLCE Board.

The Secretary-Treasurer performs all duties incident to the office of Secretary-Treasurer and such other duties as may be assigned to him/her from time to time by the IARSLCE Board of Directors. The Secretary-Treasurer is responsible for keeping a record of all official Association meetings, transactions, and correspondence, and for accurately managing and reporting the Association's funds. It is expected that the Secretary-Treasurer will hire an administrative assistant and/or graduate assistant to provide much of the administrative support required.

3. RESPONSIBILITIES OF THE IARSLCE ADMINISTRATIVE HOME INSTITUTION

- 1) Provision of necessary support/staffing
 - a. Manage and update as necessary Association operating systems including phone and fax line; mail systems; and record-keeping for official documentation, committee meetings, board actions

- b. Coordinate production of templates for printed materials (stationary, business cards, signage) and manage any necessary printing
 - c. Develop board and committee procedure manuals
 - d. Coordinate monthly board conference calls with Board Chair
 - e. Help plan and coordinate in-person Board meetings
- 2) Financial management of IARSLCE's finances and related accounts
- a. Develop and manage Association budget
 - b. Collect and disburse Association funds
 - c. Manage the Association's finances and related accounts
 - d. Develop and manage membership invoicing process
 - e. Provide oversight to annual Conference budget process
 - f. Provide support to Fundraising Committee for donation management
 - g. Work with Board Chair to create relevant agreements with Conference hosts, contractors, others
 - h. Hire and work with accountant to prepare tax returns
- 3) Reporting, correspondence, communications, and record-keeping for the Association
- a. Manage the Association's membership functions
 - i. Support Board committees as necessary in promotion and management of membership functions (outreach and retention)
 - ii. Manage and update as necessary a practical database for membership management
 - iii. Manage and update as necessary membership listserv
 - iv. Manage other membership functions/benefits as directed by Board
 - b. Manage record-keeping for Board and committees
 - i. Record notes from board calls and meetings and disseminate to board members in a timely manner
 - ii. Maintain records of all Board meetings
 - iii. Serve as repository for records of Committee meetings
 - c. Assume responsibility for annual reporting and other functions related to legal status (state and federal)
- 4) Maintenance of the Association website and associated listservs
- a. Work with web designer for maintenance and timely updating of the IARSLCE website
 - b. Work with Board and committees to develop/update website content
 - c. Coordinate with each year's conference host to create web content and update content on a timely basis
- 5) Research and recommend new administrative systems and processes to the Board as required or requested.
- 6) Other responsibilities as designated by the Association Board of Directors

4. COMPENSATION

IARSLCE will compensate the Administrative Home Institution for staff time at negotiated rates, as well as operating expenses according to a signed agreement.

The Secretary/Treasurer will volunteer up to ten (10) hours per month in her/his capacity as Secretary/Treasurer for IARSLCE. Any time above and beyond the ten hours will be considered part of the administrative responsibilities associated with serving as the administrative home for IARSLCE and be compensated at the negotiated rate.