

POSITION DESCRIPTION

CAMM ADMINISTRATOR

A) JOB OBJECTIVES

1) To facilitate and enhance the performance of CAMM's board by providing continuity; facilitating communications between Board members and the general membership; and implementing the initiatives of the board and officers.

2) To increase CAMM's level of service to its members through improved and centralized communications between and among the members and the governing board, facilitating the sharing information and expertise among the membership and opportunities for them to network with their colleagues.

3) To help grow CAMM's membership through outreach, recruitment and improved levels of service.

B) TASKS

1) Coordinates communications among board members: initiates and schedules conference calls and meetings, participates in meetings, ensures that board members are engaged and up-to-date.

2) Grows CAMM membership, with board assistance and guidance. Assists with the processing of membership applications and new members once enrolled.

3) Facilitates, prepares, manages and supports the annual conference as primary contact for board, host, program committee, collaborating organizations and participants. Attends the annual conference and board meetings. Conference preparation includes preparing registration form; invitation emails; registration confirmation emails; assisting host with their preparations and publicity; answering emails from attendees/presenters; preparing preliminary program, registration packets, name tags, etc.

4) Disseminates information from and for CAMM members through emails, web site, regular posts for CAMM News Blog. Maintains the CAMM Facebook page.

5) Develops and maintains a mailing list and directory of maritime museum professionals (more extensive than the designated representatives of each member institution).

6) Manages the content of the CAMM website, including updating membership directories, maritime resources, annual conference, membership, and other pages.

7) Serves as primary contact point for CAMM inquiries, referrals and other communications.

8) Monitors issues pertinent to CAMM membership and keeps board and members informed.

9) Other duties as assigned by CAMM Board.

C) ASSOCIATED ISSUES

Administrator will not be a CAMM employee, but a contractor, without any deductions for taxes, insurance, or any other standard payroll deductions. IRS Form 1099 will be supplied by the Office of the CAMM Treasurer. The contract will be annual, renewable at the Board's discretion.

\$7,500 will be disbursed quarterly by invoice of hours and additional expenses (poss. phone, etc.) in the following increments:

January – March	\$2,500
April – June	\$2,500
July – September	\$1,250
October – December	\$1,250

There is a quarterly expenses maximum of \$200.00. Expense invoices and receipts must be submitted for reimbursement. Any overage will require advance board approval. The administrator's time will be managed by the CAMM President.

CAMM will provide administrator a maximum conference travel budget of \$1,500/year for personal expenses only (not including family) to include travel, lodging, food and registration.

Administrator will pass all communications to general membership through the board for review in advance of posting.

Administrator will participate in all CAMM board and membership meetings as a non-voting advisor to the Board.

Both the CAMM Board and Administrator will have the right to terminate the contract upon thirty (30) days' notice to the other party.

August 2016