

VIETNAM HELICOPTER CREWMEMBER ASSOCIATION (VHCMA)

Executive Director Job Description

Updated: 9 March 2019

VHCMA INFORMATION:

VHCMA is a non-profit veteran organization filed under Section 501(c)(19) of the Internal Revenue Service. The VHCMA was organized in 1986 in Tucson, Arizona by a small group of Helicopter Crew Chiefs and Gunners that got together to share their experiences in Vietnam. As the group expanded, the group decided to form an organization for Crew Chiefs and Gunners. Over the years the organization grew as more members heard about the organization and joined. At the 1997 VHCMA Reunion in Richmond, Virginia, the membership voted to include pilots as full members. Since then VHCMA grew to 5400 members. VHCMA has 1700 Active Members (dues paying-some are Life Members and paid up) members. VHCMA is an international organization as some members are from other countries.

Position Overview:

Job Title: Executive Director (E. D.)

Reports to: Board of Directors VHCMA

Primary Duties:

- Performs/supervises all VHCMA administrative/financial tasks.
- Responsible for the day to day operation of the VHCMA.
- Coordinates and responsible for all aspects of the annual VHCMA Reunion.
- Direct as needed and coordinate almost daily with the VHCMA Executive Assistant (Cinda VanRotz, Collierville, TN). The Executive Director and Executive Assistant are the only positions in the VHCMA who perform daily, monthly, and annual duties. They are the two most important positions of the VHCMA.
- Manages VHCMA emblematic merchandise inventory, sales, storage, trailer.
- Serves as a member of the Board.

Detailed Duties:

- Plans and coordinates annual VHCMA Reunions
 - Assists the Board in selection of reunion cities
 - Works with the Board and Tourist Bureaus to identify potential reunion hotels
 - Coordinates with the Board the selection of the reunion hotel

- Coordinates reunion hotel contract
- Provides reunion details to the VHCMA newsletter “LZ HOME”
- Coordinates and directs as needed the administration of the reunion (on-site)
- Coordinates VHCMA emblematic merchandise sales and inventory management
- Reunion duties are open to modification with more help from the Board—work in progress
- Provides administrative direction and oversight to the VHCMA
 - Financial Management
 - Provides administrative oversight and coordination of all financial issues
 - Acts as the principle check-signer along with Alex Fernwalt (Collierville, TN) and Spencer Gardner (Charter member VHCMA-Weatherford, TX) E.D. has a Board approved spending limit of \$250.00 without Board Approval excluding day to day operating expenses (News Letter, Reunion expenses)
 - Possesses and makes purchases with VHCMA debit card (pin required). Executive Assistant Cinda VanRotz has the second debit card (pin required).
 - Signs checks to pay VHCMA bills
 - Maintains a duplicate copy of QuickBooks (E.D. does not currently make any changes to QuickBooks). Primary copy is maintained by the Executive Assistant.
 - Maintains and possesses historical financial records-Day 1 of VHCMA
 - Administrative functions
 - Serves as a non-voting member of the Board with one exception below.
 - Per the VHCMA Constitution and Bylaws, the Executive Director casts a deciding vote in Board decisions in the event of a tie vote.
 - Checks VHCMA email for required actions/responses
 - Checks VHCMA Website Guest Book for activity and required responses
 - Acts as one of three VHCMA Facebook Page Administrators. Other two are Gary Brewer and Russ Warriner.
 - Provides input and oversight of the LZ HOME publication and distribution
 - Writes obituaries
 - Upcoming reunion information
 - Writes Post Reunion Commentary/After Action Report
 - Maintains a duplicate database of Members on a VHCMA computer
 - Maintains external flash-drives as backup for important files
 - Keeps a paper file for all active members and many inactive members (Housed in 3 two drawer horizontal file cabinets)
 - Maintains a four-drawer file cabinet containing other important VHCMA documentation: Vendors, Past Reunions, Financial documentation
 - Maintains cardboard file boxes of Historical info, old photos, DAT files, and extra copies of previous issues of LZ Home. All paper documents referenced in file cabinets & boxes occupies approximately 520 sq. ft.

- Performs VHCMA telephone duties when the Executive Assistant is not working or takes vacations. Currently, Executive Director telephone duties are all Weekends, Mon, Tue, Thur, Fri from 7PM to 2PM Central Time, and all-day Wed. VHCMA tries to be available on the VHCMA phone 24/7/365.
- VHCMA emblematic merchandise sales and inventory control, storage
 - Maintains VHCMA emblematic merchandise in the VHCMA trailer.
 - Fills and ships all merchandise orders from home between reunions.
 - Parks and maintains the trailer used to transport VHCMA emblematic merchandise for sale at reunions
 - Post reunion duties. Order additional reunion T's if required and ships them to members. This is usually 50 to 60 additional Reunion T's.
 - VHCMA is in the process of liquidating the emblematic merchandise through markdown sales. Trailer's future is not certain.

Required/Desired Qualifications:

- Must be a member of the VHCMA. **Required.**
- Work with minimal direction. Must be a self-starter and own the job.
- Must attend and work before, during, and after the annual VHCMA Reunion
- Strong desire to assist and interact with your Helicopter Brothers
- Project management experience
- Attention to detail
- Public speaking
- Good time management skills
- QuickBooks or other financial management understanding
- Free time and commitment.
- Multi-year commitment. Current Executive Director served for 14 years. **Desired.**

Work Environment:

- Volunteer position
- Work from home
- Travel required to/from the annual reunion. May involve additional travel when selecting reunion hotels.
- Work during the reunion week at the Reunion Hotel.

Hiring Actions:

Search Open: 8 March 2019

Selection date: 15 April 2019

Transition Period: 1 May-30 June 2019

Start Job Independently: By 30 June 2019 or soon thereafter.