



## **POSITION DESCRIPTION**

### **CHIEF EXECUTIVE OFFICER**

---

#### **Introduction**

The CEO is a pro-active leader, working at the direction of the Executive and Board, to guide a complex organisation both strategically and operationally. The role is a part-time, self-employed contract position.

This position description should be read in conjunction with the Constitution, Bylaws and 6 Year Strategic Plan.

#### **Scope of Work**

This scope of work is intended to outline all the administrative and management tasks. The experience, skills and management abilities of the successful candidate then underpin the quality of this work.

This is very practical role, that involves a range for tasks from providing strategic advice through to the payment of suppliers through online banking.

The chief executive oversees the operations of the ISME office, working with and overseeing the work of a small administrative team.

All work is undertaken through the prism of the 6 Year Strategic Plan.

The role includes:

#### ***Implementing and supporting the Strategic Plan***

- Under the direction of the President and Executive the CEO is responsible for implementing the strategic plan.

#### ***Corporate governance***

- Ensuring that ISME operates in compliance with the laws and standards of the relevant countries, such as the Australia for the organisational reporting, international anti money laundering, compliance with Sturgiss and complying with the Society's Constitution and Bylaws.

### ***Financial management***

- Developing the annual budget for the Executive's and Board's review, including forecasting expenses, income and cashflow
- Financial reporting to the Executive and Board as required
- Managing the budget to deliver the forecast outcomes
- Pro-actively advising the Executive if the budget will not be achieved

### ***Executive and Board Support***

#### *Meetings:*

- Calling meetings of the Executive and Board
- Supported by the administrative officer, making practical arrangements for the meetings of the Executive and Board, liaising with Board and hosts
- Preparing agendas in consultation with the President
- Commissioning papers for meetings and circulating to attendees
- Preparing minutes and appropriate records of meetings in consultation with the President
- Overseeing and co-ordinating electronic discussions and voting between ISME Board meetings
- Preparing the general assembly agenda in consultation with the President, preparing papers for the assembly
- Receiving requests from members for items to be considered at the general assembly and presenting these to the Board for decision on whether they will be taken to the general assembly
- Archiving all documents related to meetings (papers, minutes, agendas, action notes, etc)

### ***Committee support***

- Liaising with and acting as point of continuity for all ISME commissions, special interest groups, committees, councils and working groups keeping an overview of all activity and ensuring that appropriate reporting is submitted to the Board
- Supporting the grants committee in its work in allocating funding to ISME projects.
- Supporting the President-elect in liaising with grant funded project leads and acting as a point of continuity
- Supporting the nominating committee in its work to present a voting slate to the Board
- Overseeing voting procedures for President-elect and Board members
- Supporting the awards committee in its work in allocating funding to individuals to attend the conference
- Supporting any ad hoc working groups that are established to ensure that work is being taken forward and required reports are being made to the Board

### ***Communications***

- Keeping the Board informed on all matters relevant to the progress of the ISME Strategic Plan.
- Dealing with day-to-day enquiries, circulating information and marketing materials with support from the Communications Director and Administrative Officers
- Working with the communications officer to implement the integrated communications plan including creating and approving content for the newsletter and electronic postcards and editing and approving drafts; ensuring the website is up to date in terms of both content and technology

- Working with the President and other Board members to maintain communications with international bodies, such as similar organisations, sponsors, partners, etc

### ***World Conference***

Acting as the project manager for the world conference including:

- Collecting options for host cities for the Executive and the Board to review and confirm (note: Helsinki 2024 and Montreal 2026 are already confirmed)
- Negotiating contracts with the host city venue and any other parties
- Collecting suitably qualified professional conference organisers for the Executive and the Board to review and confirm, and acting as their key client contact for all decision making
- Working with the Commissions to ensure the smooth running and prudent financial management of the pre-conference seminars
- Helping identify and appoint a local COG (conference committee)
- Supporting the President, Chair of the Scientific Committee, Chair of the Conference COG and Commission Chairs in ensuring that calls for papers and performances are issued in good time and in a consistent format
- Participating in the programming of the conference and in particular key events such as the General Assembly or Award ceremonies

Supporting the President, Chair of the Scientific Committee, Chair of the Conference COG and Commission Chairs in ensuring that calls for papers and performances are issued in good time and in a consistent format

### ***Managing the Membership and memberships services***

The CEO is responsible for maintaining and supporting the current membership of over 2,000 individuals located in around 90 countries/regions around the world. The CEO is also responsible for developing and implementing initiatives to expand the membership base and membership services and benefits.

### ***Project management***

The CEO is the project manager for many ISME activities, which arise from time to time. Examples include an updating of the website to improve the architecture to make it more accessible, beginning the process to source options for a 'development' world conference in 2028 and working with the President and advocacy committee on new awards. Projects may be a directive from the Board or a recommendation to the Board by the CEO.

This includes ensuring appropriate reporting is submitted to the Board.

### ***Internal and external liaison and co-ordination***

The CEO is generally the key contact for all internal and external parties. Internal parties include members, commissions, special interest groups, standing committees, CoPA partners, the Board and the Executive. External parties include partners such as Sage, Routledge and NAMM, as well as all parties related to the world conference.

### ***Regional conferences***

The regional conferences are, in the main, partnerships that ISME supports to enable them to develop, grow and build a valuable regional event for music education. The CEO is the main point of

contact and the work includes the distribution and reporting of the grant support, ensuring ISME's inclusion as appropriate, and (for some) the provision of websites and other support services as necessary to assist with the implementation of the event.

### ***Communications***

- Keeping the Board informed on all matters relevant to the progress of the ISME Strategic Plan.
- Dealing with day to day enquiries, circulating information and marketing materials with support from the Communications Director and Administrative Officers
- Working with the communications officer to implement the integrated communications plan including creating and approving content for the newsletter and electronic postcards and editing and approving drafts; ensuring the website is up to date in content and technology; and XXX
- Working with the President and other Board members to maintain communications with international bodies, such as similar organisations, sponsors, partners, etc

### ***Managing support and specialist staff***

Under the current arrangement the CEO manages three additional part time roles. These are the:

**Communications Officer** – responsible for maintaining the website, the creation of newsletters, social media and other communications functions

**Finance and Administration Officer** – responsible for making payments; tracking ISME's finances and providing the required financial reports as well as maintaining membership records and supporting membership queries

**Support Officer** – Currently the support officer's time allocation and tasks are ad hoc, providing admin assistance where needed for the others in the administration team during peak times.

### **Experience and skills**

This role would suit an individual with leadership, management and administration experience. Ideally, it would be an individual with an understanding of music education and the values, issues and practices of music education and educators.

The following experience, skills and attitudes would be valuable:

- Strategic thinking
- Self-starter. The Board and Executive are volunteers, which means the CEO needs to be able to take their directions and implement them without supervision
- Demonstrated experience working with volunteers such as ISME's Commissions, Special Interest Group and Standing Committees
- Demonstrated experience working with or for a member organisation
- Demonstrated experience in financial management and budgeting
- Demonstrated experience in events management, in particular a large, international conferences for academics/professionals
- A good communicator in a variety of settings including email, presentations, zoom meetings and face-to-face meetings
- Managing a small team either in person or as a virtual team
- Managing competing priorities and fluctuating workloads

- Demonstrated ability to create a budget, implement the programs to that budget and prepare/report the financials to the Executive/Board
- Negotiating and understanding contracts
- Ability to prioritise often competing activities, balancing available time and money to achieve good outcomes
- Ability to use online accounting software such as MYOB and to use Microsoft Office Suite (Word, Excel and PowerPoint), CiviCRM, Drupal and BaseCamp amongst others.

ISME operates in English, so the successful applicant must have good working English or the ability to communicate effectively in English through other means. Additional language skills would be beneficial.

## Other information

This is a part time self-employed role. The successful applicant will have their own office and equipment. It may suit a small business that specialises in managing member organisations but individuals are also encouraged to apply.

Working hours are to be negotiated to suit ISME and the successful applicant.

The successful applicant must have access to fast and reliable internet. The location can be anywhere in the world.

Remuneration will be negotiated based on skills and experience.

It is anticipated that the successful candidate will commence in January 2023.

Once a CEO has been appointed, the current administrative team may be restructured to balance and complement the CEO's skills. For example, if the CEO has experience with social media and newsletters they may opt not to have a communications officer and to undertake that work themselves, but to add more administration support.

## Application process

All interested individuals should read this position description, the ISME Constitution and Bylaws and the 6 Year Strategic Plan and contact ISME President Bo Wah Leung via [bwleung@eduhk.hk](mailto:bwleung@eduhk.hk) to discuss the opportunity further. **Applications close on 15 November 2022.**