



Florida Supervisors of Elections Executive Director/Association Management Search

The Florida Supervisors of Elections, the state association of Florida's sixty-seven county supervisors of elections, is looking for an individual or firm to serve as Executive Director. An overview of the association and position duties are included in this posting. Please send letters of interest, including a resume, proposal, and salary or fee arrangement by Thursday, May 12 to:

wwilcox@votemarion.gov.

FSE Membership

The Florida Supervisors of Elections (FSE) is a professional membership organization representing the Supervisors of Elections of Florida's 67 counties. Our goal is to support fair, honest and accurate elections in the state of Florida. FSE was founded in 1964.

FSE Mission

The Florida Supervisors of Elections (FSE) is a professional membership organization, consisting of Florida's Election Supervisors, whose mission is to assist its members in conducting fair, honest and accurate elections by providing continuing education and certification programs that encourage the highest level of professionalism; to assist Florida citizens to become better informed about voting and be prepared to participate in the electoral process; and to create a forum where the Supervisors can regularly express their joint opinions on important election issues.

Supervisors of Elections

Supervisors of Elections are elected officials responsible for:

- Administering all elections in their respective counties
- Conducting voter registration
- Educating voters
- Issuing voter information cards
- Overseeing vote-by-mail, early voting and election day processes and staff
- Maintaining election equipment
- Hiring and training election workers
- Renting and equipping polling places
- Providing information and statistics on voter registration, voting and elections
- Qualifying candidates for office
- Receiving campaign finance reports



Florida Supervisors of Election (FSE)

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FSE Association Management Responsibilities

Administrative

- All business correspondence including communication with FSE membership
- Maintain member services availability during regular business hours with ability to answer questions of members about conference schedules, committee meeting schedules, agendas etc.
- Coordinate Committee meetings and board meetings as requested.
- Facilitate and share information generated by committees with association members
- Work collaboratively with Executive Committee to facilitate mission of FSE
- Manage relationships with partner organizations and associations
- Maintain FSE records of all official FSE meetings, prepare minutes of meetings to be distributed to all members
- Manage Policy and Procedures as directed by the Executive Committee to ensure successful and efficient operations for conducting FSE business in coordination with existing Rules of Procedures and By-Laws
- Identify new sources of non-dues to fund association initiatives

Fiscal

- Maintain FSE bank accounts, prepare monthly reports for distribution in a timely manner, track association income and expenses in detailed format, maintain account receivables and account payables
- Oversee and lead annual budgeting and planning process, administer and review all financial plans and budgets (work closely with Budget Committee)
- Monitor progress and changes and keep Executive Committee abreast of the association's financial status
- Provide detailed financials for all conferences and special events
- Work closely with the FSE Treasurer to ensure financial transparency to the membership
- Ensure appropriate financial controls are in place to achieve positive audit results

Communications

- Develop and implement integrated communications plan to advance FSE brand identity
- Work with Executive Committee / board of directors and members to recognize internal and external communications opportunities
- Assist members with talking points, supporting data, media opportunities and draft press releases
- Work with FSE President, Board of Directors, and Public Relations Committee to draft FSE press releases and FSE responses to issue

- Maintain and manage FSE's website and social media presence

Event Management – Summer and Winter Conferences

- Work with BOD and committees to calculate and prepare budgets
- Seek bids for venue, hotel and related events to provide options to FSE BOD
- Coordinate negotiating and signing of contracts
- Initiate and coordinate all efforts to secure sponsorship and vendor participation
- Communicate with hotels for room blocks and other arrangements
- Assist the host county in all aspects of planning conference
- Coordinate agenda with the Education Committee
- Coordinate rooms and travel for speakers as needed
- Responsibility for coordination of all printed material, signage, registration information
- Produce event assessment and evaluation based on surveys and feedback