

March/April 2011

TDEA BLAST!

Coming up:

- > TDEA Board Meeting Dates
- > Administrative Assistant position information
- > Summer Workshops and dates
- > Member Updates



Spring has Sprung!

TDEA Summer Workshop Dates:

July 19: Houston

July 20: Austin

July 21: Dallas

Cost is \$50 Through June 21, after June 21 cost will be \$40

Contact Kristine Copeland at
kristinecopeland@katqisd.org
For more details!

Be sure to send all of your membership updates to Traci Mills, TDEA Corresponding Secretary at tmills@dickinsonisd.org

TDEA Board Meeting Dates:

May 18

August 7-8

September 21

October 19

November 16

December 14

TDEA Administrative Assistant Information and deadlines

All interviews for the position of TDEA Administrative Assistant will take place at the May Board Meeting, May 18, 2011 at 7PM at the Marriott Westchase.

All applications must be received no later than May 9, 2011 to the TDEA President, Stephanie Renfrow.

Please review the following page for information on duties and job description for this position.



TDEA Administrative Assistant Information

SMILE

The 2011 Budget will include a line-item for a paid Administrative Assistant to the Board position. In an effort to keep our membership informed about board decisions, the position is outlined below. We are excited about the growth of TDEA, and we anticipate that this position will help TDEA continue to meet the needs of its members.

Purpose: TDEA has grown in the nature and scope of what we offer our members. Currently, our board of 10, unpaid, voluntary board members carries the full responsibilities of the organization in addition to working in full-time teaching positions. In order for our organization to continue to grow and meet the needs of our members, TDEA needs a paid administrator responsible for taking on many of the routine administrative tasks that reduce our board's efficiency. TDEA has grown to a size that requires that we move away from a decentralized organization to an organization that is more centralized in nature, much like TMEA. Although we are not currently the size of TMEA, if we budget correctly, TDEA does have the means to provide for a position of this nature.

Nature of the Position

Paid position not to exceed \$4,500.00 per year.
 Not a Board position; may not vote on Board agenda items
 Would require the administrative assistant to be at all board meetings in order to answer questions from the membership
 Administrative Assistant would be the initial point of contact on TDEA matters

Criterion in selecting an Applicant

Not a current head dance team director (due to time restraints current directors face)
 Preferably a Past-President who has experienced a range of TDEA offices and has seen the "big picture" unfold. Should a Past-President not apply, the candidate must have served at least three years on the TDEA Board.
 Someone who can maintain a high level of professionalism in communication and correspondence for the organization.

Duties of the Administrative Assistant

Continual updates or corrections to the website
 Answering daily emails and phone calls regarding TDEA matters
 Monitoring of a centralized TDEA communication system
 Attending all board meetings
 Office tasks such as making copies, additional TDEA tasks not currently assigned, producing mailouts, etc.
 Registration for Regional summer workshops
 Certificates for Regional workshops
 Regional school and district lists
 Facilitate DEAL registration
 Coordinate Committee Lists
 Trips to Storage Facility; Inventory of TDEA storage
 Checking TDEA mailbox and distributing mail as appropriate
 Emailing of invoices
 Convention registration
 Certificates for Convention
 Assist in the production of the Convention materials

Contract and Payment

The position shall be under a signed, one-year contract.
 At the end of the year, the board will re-evaluate the position to determine if the position is warranted. If the board determines to continue the position, applications will be accepted and interviews will be conducted by the board.
 The position will be a paid position with a maximum budgeted amount of \$4,500.00 per year. This amount will be re-evaluated at the end of each year.
 The Administrative Assistant will be paid an hourly rate of \$18.00 per hour. The board will re-evaluate the hourly rate each year.
 The administrative assistant will keep a monthly time log to submit to the TDEA President and Treasurer for approval. Upon receipt of the time log, the TDEA Treasurer will submit payment to the Administrative Assistant by the 15th of each month.

