

**ASLP-IC Commission
Director
Request for Proposals**



<p><u>Position and Title</u> Director</p>	<p><u>Agency</u> Audiology and Speech-Language Pathology Interstate Compact Commission (ASLP-ICC)</p>	<p><u>Date Posted</u> December 16, 2024 <u>Application Deadline</u> January 31, 2025</p>
<p><u>Applications:</u> Send resume and cover letter to info@aslpcompact.com <i>Must be received by 5 p.m., EST on January 31, 2025</i></p>		<p><u>Reports to:</u> ASLP-ICC, Commission Chair, ASLP-ICC Executive Committee. Evaluation and supervision of Director’s performance will be at the discretion of the Commission Chair.</p>
<p><u>Job Summary:</u> The Director serves as the lead staff executive for the ASLP-ICC, a joint government agency of compact member states. In support of Commission leadership, Committees and Secretariat, the director executes the agency’s plans, programs and operations by maintaining and developing stakeholder relationships and directing commission staff. Operation of the commission includes, but is not limited to, administrative oversight and coordination within the agency.</p>		
<p><u>Salary:</u> \$35,000 - \$50,000 per year <u>part-time</u> based on qualifications. \$75,000 - \$85,000 per year <u>full-time</u> based on qualifications.</p>		<p>The position will initially be part-time (estimated 15-25 hours per week). The ASLP-ICC expects the position to transition to full-time as the compact operationalizes.</p>
<p><u>Employment Status:</u> Independent Contractor (FLSA Exempt)</p>		<p><u>Location:</u> Remote with limited domestic travel required</p>
<p><u>Principal Duties and Responsibilities</u></p>		<p><u>Frequency</u></p>
<p>Manages the day-to-day operations of ASLP-ICC. Provides support to the Commission Chair, Committee Chairs, Executive Committee and Commission Delegates in the execution of its responsibilities, under the Compact Bylaws. Works in consultation with Commission Chair and Committee Chairs to develop meeting agendas, materials, minutes and reports. Provides executive level staff support and ensures effective planning, promotion and delivery of operational activities for all the organization’s meetings. Coordinates and administers Executive Committee elections.</p>		<p>20%</p>
<p>Conducts outreach and public relations related to the ASLP-ICC. Effectively manages external stakeholder relationships while representing the Commission. Serves as the ASLP-ICC training officer; provides training to state boards of audiology and speech-language pathology. Facilitates the orientation of new Commissioners. Develops and maintains a repository of informational, educational and training materials regarding the ASLP-ICC. Provides external presentations and education as needed.</p>		<p>20%</p>
<p>Participates in the development of the Commission strategic plan and objectives and drives the implementation of strategies. In concert with the Executive Committee, sets the overall strategic direction based on research and situational analyses.</p>		<p>15%</p>
<p>In conjunction with the Commission and its committees, develops implementation strategies for regulatory compliance and implements a process for monitoring compliance of member states with statute, bylaws, rules and creates and reviews policy manual for staff and new delegates for currency.</p>		<p>15%</p>
<p>In conjunction with the Treasurer, Finance Committee, Executive Committee, and Secretariat, responsible for managing the annual operating budget and reserves, and monitoring the Commissions financial performance.</p>		<p>10%</p>
<p>Responsible for supervising the staff and independent contractors of the Commission. Recommend for the Commission’s consideration administrative personnel policies governing recruitment, hiring, management, compensation and dismissal of Commission staff.</p>		<p>10%</p>
<p>Actively seeks to reduce legal liabilities and ensures the legal integrity of the ASLP-ICC. Maintains records of the Commission and may serve as Secretary to the Commission. Executes contracts on behalf of the Commission as directed. Receives service of process on behalf of the Commission.</p>		<p>10%</p>

Candidate Qualifications

(Education, Certification, Special Knowledge and Skills)

- Bachelor's degree required, Master's or JD preferred.
- Background in business, management, healthcare administration or related field. Five or more years of member-based association management / governance and committee management experience preferred.
- Knowledge of occupational licensure, administrative law and operations management preferred.
- Excellent oral and written communication, presentation, technical, organizational, customer service, analytical, critical thinking and problem-solving skills are required.
- Ability to work independently to resolve member state issues and facilitate effective meetings with stakeholders.
- Ability to build, maintain, communicate, and manage professional relationships with member states, stakeholders, and public and governmental agencies, with an emphasis on political awareness, public perceptions, and ASLP-IC initiatives and details.
- Limited domestic travel will be required.

For questions or requests for additional information please email: info@aslpcompact.com.

About the Audiology & Speech-Language Pathology Interstate Compact Commission (ASLP-ICC)

The ASLP-ICC is an Equal Opportunity Employer that does not discriminate on the basis of sex, age, race, color, creed, religion, national origin, sexual orientation, gender identity, genetic information, disability, veteran status, liability for service in the U.S. Armed Forces or any other characteristic protected by applicable federal, state, or local laws.