

**Employment Agreement
Job Duties & Responsibilities
Of The Executive Director
ManaSota League of Cities
Board of Directors
(A Florida League of Cities Regional League)**

The ManaSota League of Cities' Executive Director's responsibilities shall include the following:

Duties:

- Oversee the daily operations of the ManaSota League of Cities ("MSLC") Board of Directors ("Board"), including communication, documentation, and serving as a liaison to the Florida League of Cities ("FLC") on legislative and other relevant matters.
- Maintain direct communication with the MSLC President and Vice President regarding all Board-related business and provide routine updates to Board representatives at MSLC meetings.
- Manage and regularly update all Board records—physical and digital—to ensure they are accurate and remain the property of the MSLC.
- *(Future Initiative)* Develop and enhance the Board's presence by creating a website and digital platform to share MSLC's legislative positions, publish agendas and meeting minutes, and provide information about membership and Board activities.

MSLC Meetings Management:

- Distribute meeting notices for all regular membership meetings and any special meetings promptly (preferably at least two weeks in advance).
- Attend all regular and special meetings to record, prepare, and maintain official minutes.
- Coordinate public meeting logistics, including securing a venue, managing agenda and attendee RSVPs, and following up with non-attending members to request a non-voting substitute representative.
- Collaborate with the President and Vice President to create and publish meeting agendas and reports.

Financial Management Duties:

- Maintain bank account access: ensure that annually elected Board officials have approved signing authority (full signer authority for the President and Vice President, and view-only access for the Treasurer).
- Prepare and distribute financial statements to the Board quarterly.
- Keep the President and Treasurer informed about the Board's financial status by providing monthly transaction ledgers/bank statements.

- Invoice and collect membership dues, fees, and other revenues, ensuring accurate accounting.
- Issue checks or use the organization's debit card for payments up to \$500 for approved, budgeted expenses. Any unbudgeted expense or payment exceeding \$500 requires Board approval.
- All checks exceeding the approved limit must be signed by the President.
- Timely process reimbursements to Board members and their government agencies for approved expenditures.
- Provide reports on any past-due invoices at each meeting and notify the Executive Committee of any potential financial shortfalls.
- Ensure transparency with any new expenses or increases compared to the previous year.
- No stipend or pay increases will be considered unless proposed by a voting member and approved by a supermajority vote of the Board.
- Maintain all official records related to other agencies, including corporate documents and registered agent information.
- Collaborate with the Treasurer to prepare a proposed annual budget for presentation to the Board each July.

Membership Support:

- Act as the primary recruitment contact for all regional municipalities and any newly incorporated cities.
- Attend local council/commission or government meetings of Board Members as directed by the President or Vice President, including joint meetings when applicable.
- Recruit Associate and Business members within the region, and follow up on referrals from current members.
- Recommend training sessions or educational opportunities as appropriate to support member development.
- Conduct orientation sessions for all new voting members and business associates.
- Maintain official voting member approval letters and annually reaffirm each city's designated representative.

Travel and Additional Duties:

- Submit all travel reimbursement requests in advance for approval by the President or, if unavailable, the Vice President.
- Anticipate an estimated time commitment of 25–30 hours per month, subject to change based on Board activities.
- Carry out any additional responsibilities as assigned by the MSLC Board.
- Attendance at FLC events may be required, including potential participation in the FLC Annual Conference held each August. Reimbursement for travel used in the

execution of official duties may be requested by submitting a detailed expense report accompanied by itemized receipts.

Contract Terms

Term of Agreement:

- The initial term of this Agreement shall commence on [Insert Date], 2025 and expire on [Insert Date, 202_]. The parties agree that the first six months of the employment term shall be considered a probationary period. Renewal of the contract after the initial term is subject to the mutual agreement of the parties in writing and will follow the same terms and conditions unless amended in writing by mutual consent.
- Either party may terminate the agreement without cause by providing a written notice to the other party 90 days in advance.
- The Executive Director is an independent contractor and is responsible for providing his/her own office equipment and technology necessary to fulfill the responsibilities of the position. Reimbursement for supplies used in the execution of official duties may be requested by submitting a detailed expense report accompanied by itemized receipts.

Salary:

- The Executive Director position is classified as an independent contractor (Form 1099). As such, no federal, state, or local taxes, Social Security, Medicare, or other withholdings will be deducted from compensation.
- The Executive Director is solely responsible for all tax reporting and payments to appropriate agencies.
- The Executive Director shall keep a record of hours worked, not to exceed 30 hours per month, at \$_____ pay rate per hour. A monthly invoice detailing the time spent and services provided shall be submitted to [INSERT recipient name/title].

Miscellaneous:

- This Agreement shall be deemed effective upon execution by the parties.
- This Agreement supersedes any prior agreements, written or oral, between the Parties.
- The Parties agree that this Agreement has been entered into for their sole and exclusive benefit and by so doing do not intend to benefit any third party.

Signed this ____ day of _____ 2025.

Executive Director

ManaSota League of Cities, President

ManaSota League of Cities, Vice President

ManaSota League of Cities, Treasurer