

NATIONAL GUARD ASSOCIATION OF MISSISSIPPI POSITION DESCRIPTION

POSITION TITLE:

Executive Director/Insurance Administrator

POSITION SUMMARY:

Serves as the administrative manager for all programs of the National Guard Association of Mississippi (NGAMS) and the National Guard Association of Mississippi Group Insurance Trust (NGAMSGIT)

SUPERVISORY CONTROLS:

Works under the direct supervision of the President, National Guard Association of Mississippi. Performs duties within the guidelines of policies and procedures established by the Board of Directors.

DUTIES AND RESPONSIBILITIES: NGAMS - Executive Director

1. Performs all normal duties in the areas of administration, fiscal, budget, communications, public relations, training and management functions as pertains to the operations of the Associations' facilities and programs.
2. Prepares all necessary documents and agendas for meetings of the NGAMS Board of Directors, Standing and Functioning Committees as well as special committees.
3. Supervises the collection and processing of membership dues for both NGAMS and NGAUS. Ensures all mailing lists are maintained and current.
4. Assists in planning for the annual NGAMS conference. This includes hotel and caterer contact and coordination. Prepares conference business session agenda with guidance from the President. Secures speakers and coordinates the events of the conference as directed by the President.
5. Plans and coordinates the support required by the Mississippi delegation at the general conference, NGAUS. This includes but not restricted to all hotel reservations, establishment of a Mississippi Hospitality Room, registration, travel planning, both military and commercial, and total responsibility for food and drink served in the hospitality room.
6. Monitors the activities of the financial manager and is responsible for the total fiscal worth of NGAMS/NGAMSGIT.
7. Directs the activities and functions of the NGAMS office staff.
8. As a registered lobbyist, represents NGAMS and MMD at the state level in legislative activities and assists NGAUS on congressional actions at the national level.
9. Project officer for all activities involving membership of NGAMS such as retirement programs, social activities and the legislative reception held each year for members of the House and Senate.
10. Manage Patriot Partnership Program on annual basis to raise corporate contributions for conduct of conference.

DUTIES AND RESPONSIBILITIES: NGAMSGIT - Administrator

1. As Administrator of the Group Life Insurance Program for members of the Mississippi National Guard, a good knowledge of the life insurance business and a background in office management and insurance administration is required.
2. Responsible for all short-range and long-range planning on the Group Life Insurance Program.
3. Responsible for total self administration of the Group Life Program. NGAMSGIT actually operates the same as an insurance company. All documents and bills are maintained and controlled by the NGAMSGIT office.
4. Manages, collects and accounts for all insurance premiums received.
5. Coordinates at the home office level on a direct basis with the AFBA FiveStar Life Insurance Company.
6. Coordinates the processing and payment of all NGAMSGIT claims. Checks are drawn in Jackson from a special bank account established for this purpose.
7. Responsible for investments program. Coordinates with investment manager as needed.
8. Arranges for annual CPA audit on both NGAMS and NGAMSGIT. Audits conducted in June of each year following fiscal year ending 31 May.
9. Retains advice of attorney when decisions must be made involving legal consideration. James A. Peden, Jr., currently serves as legal counsel for NGAMS and NGAMGIT.
10. Maintains records of the Group Insurance Program in sufficient detail and so organized as to permit audits and/or other evaluations of the program.
11. Reports on status of total insurance operation to Board of Directors (Trustees) and Committee on Insurance on a scheduled periodic basis.
12. Must be licensed as Insurance Agent through the Mississippi Insurance Department and complete all continuing education requirements annually to retain Insurance License.
13. Performs other duties as assigned.