

## **MINERALOGICAL SOCIETY OF AMERICA POSITION DESCRIPTION**

**Position:** Executive Director  
**Reports to:** Mineralogical Society of America Council  
**Position Location:** Mineralogical Society of America headquarters, Chantilly, VA

### **Summary of Position**

The Executive Director of the Mineralogical Society of America (MSA) serves two roles: (1) financial and office management, and (2) senior administrator of the Society.

- In the role of financial and office management, the Executive Director is responsible for all MSA financial records and reports, ensures that the effective office and accounting systems and procedures are developed, implemented, and maintained, and makes sure that the MSA Business Office operates within approved budget guidelines and complies with all federal, state, and local regulations as apply to 501(c)3 organizations like MSA.
- In the role of senior administrator, the Executive Director has oversight of all strategic planning and programs of MSA as defined by Council, and responsibility for coordination of the human resources of the Society, including staff, officers, committees, and other volunteers.

### **Mission of MSA**

The Society was founded in 1919 for the advancement of mineralogy, crystallography, geochemistry, petrology, and promotion of their uses in other sciences, industry, and the arts. It encourages fundamental research about natural materials; supports the teaching of mineralogical concepts and procedures; and attempts to raise the scientific literacy of society with respect to issues involving mineralogy in the widest sense. The Society encourages the preservation of mineral collections, displays, mineral localities, type minerals and scientific data. MSA represents the United States internationally with regard to the science of mineralogy.

To accomplish its goals, the Society publishes journals, magazines, and books, as well as uses short courses, lectureships, Internet website, awards, grants, symposia, and meetings for professionals, students, and the public. MSA depends on the involvement of all individuals who are concerned with the health and direction of the field of mineralogy. The society cooperates with other scientific organizations, and continually explores and adopts new programs and policies to better serve its members.

### **Overview of MSA**

- **Membership:** MSA has an international membership of 2,400 individuals; in addition there are 310 direct institutional subscribers and 1,055 subscribers through GeoScienceWorld and DeGruyter.

- Staff: Business Office – 4 fulltime staff (1 dedicated to The Clay Minerals Society), and 1 part-time (Accountant) and 1 contract (IT Manager) staff; Editorial Office – 3 fulltime staff, and 1 part-time and 1 contract staff. An Accountant ([http://www.minsocam.org/MSA\\_Accountant.pdf](http://www.minsocam.org/MSA_Accountant.pdf)) and an Accounts Coordinator conduct many of MSA's day-to-day financial operations.
- Volunteers: 11 elected officers and Councilors, 20 committees with (3-7?) appointed members and a chair, 12 appointed editors, and 31 others in appointed posts.
- Annual Operating Budget: ~\$1,000,000.
- Investments: ~\$3,500,000, donated funds of several \$K per year.
- Publications: *American Mineralogist* (2,200 pages in 6 print issues per year and 12 electronic issues per year), *Reviews in Mineralogy and Geochemistry Series* (1-3 volumes per year of 400-1,000 pages each), *Monograph Series* (occasionally 1 volume per year of 400 pages), and *Elements* (72 pages per 6 issues per year), each with appointed Editors.
- Meetings: 2-3 exhibits per year at professional meetings, 2 Council Meetings per year.
- Short Courses: 1-3 per year of up to 100 participants.
- Workshops: occasional with up to 40 participants.
- Inquiries: about 2,500 per year by phone, mail, fax, or e-mail.
- Transactions: ~3,600 dues, print and electronic subscriptions, print and electronic book sales, contributions, short course and workshop registrations, author charges, and claims transactions per year.

## Nature and Scope of Position

*In financial and office management*, the Executive Director:

1. hires, terminates, supervises, reviews performance, ensures appropriate training and recommends salary adjustments of all MSA professionals and staff, and the Clay Mineral Society Office Manager.
2. is responsible for all aspects of payroll, employee benefits, personnel records (including leave), and insurance reports.
3. ensures the safe and secure operation and maintenance of the office space and equipment; and, within guidelines, has authority to purchase equipment and contract for services required to carry out projects.
4. is responsible for ensuring the protection of the fiscal assets of the Society through adequate internal control procedures and oversees any external audits.
5. is responsible for the fiscal assets of *Elements* magazine (MSA is responsible for the financial records of *Elements* magazine).
6. develops, with the Accountant and Treasurer, the annual budget for approval by the Council, and monitors performance against the budget.
7. provides information for the yearly audit of MSA financial statements.

*In administration*, the Executive Director:

8. in consultation with Council, assures that MSA has a long-range strategy to achieve its mission and makes consistent and timely progress toward it.

9. facilitates development of program, organizational, and financial plans with the Council, committees, and others, and carries out plans and policies authorized by the Council.
10. oversees all MSA activities and publications.
11. monitors and assists participation by volunteers in MSA's activities.
12. maintains a working knowledge of significant developments and trends in the scientific fields represented by the Society.
13. oversees the administration of several other professional societies.

*More specifically*, the Executive Director:

14. with assistance from MSA staff, maintains official records and documents, and ensures compliance with federal, district, state, and local regulations.
15. arranges meetings of Council and reports to Council on the operation of the Society, particularly the Business Office.
16. works directly with Committee Chairs to:
  - provide updated information on committee responsibilities, membership, and background information for that year's work.
  - obtain semiannual reports from each committee to include in the Council Meeting agenda.
17. works directly with the managing editor and editors of *American Mineralogist* to maintain journal quality and provide support as required.
18. assists the editor with publication arrangements for the *Reviews in Mineralogy and Geochemistry* and *Monograph* series.
19. assists the Society News Editor for *Elements*.
20. ensures the Society responds in timely fashion to requests for permission to reproduce articles, text, figures, tables, etc. from copyrighted MSA publications, and maintains all requests and granted permissions to document diligence in protecting MSA copyrights.
21. oversees elections, including compilation and distribution of election information and ballots, the count of completed ballots, forwarding the results to the Secretary, providing background information to newly elected Officers and Councilors.
22. oversees the research grants program, including announcements, distribution of grant application materials, and distribution of applications to the respective committees, and the lectureship program, including payment of expenses.
23. oversees and assists the website coordinator, including timely provision of updated material.
24. oversees and assists with budgeting and logistical arrangements for the short courses, including reimbursement of speaker expenses.
25. travels to the Society's meetings and as required to meetings of related professional organizations.
26. oversees and assists with arrangements for MSA non-technical activities during scientific meetings of several professional Societies, in particular at the Annual Meeting of the Geological Society of America, which may include Council Meetings, Management Committee meetings, Presidents' Breakfast, Associate Editors Lunch, Awards Luncheon, Presidential Address, Annual Business Meeting, Reception, and the MSA booth.
27. oversees and assists with the various MSA awards and honors.
28. publicizes the activities of MSA, its programs and goals.
29. ensures that general inquiries about MSA and issues relating to sales are dealt with in timely fashion.

*In addition, the Executive Director assists with:*

#### *Elements*

*Elements* is a magazine published jointly with 17 other professional societies. MSA is the legal owner, acts as the banker for the enterprise, and is responsible for its distribution. The MSA Executive Director on behalf of *Elements* deals with member and subscriber lists from each participating society for the purpose of mailing issues, registers the copyright for each issue and maintains a file of the copyright assignments from the authors, approves and oversees payments for *Elements*, and prepares the monthly report to the *Elements* Executive Editor.

#### *The Geological Society of Washington*

MSA serves as the business office for the Geological Society of Washington (GSW). The MSA Executive Director oversees the membership activities of the GSW, attends GSW Council meetings and Finance Committee as needed.

#### *The Clay Minerals Society (CMS)*

MSA serves as the business office for The Clay Minerals Society. The operations of the Clay Minerals Society are handled entirely by a dedicated member of the MSA staff. The MSA Executive Director, with the MSA accountant, oversees the accounts.

#### *The Meteoritical Society (MetSoc)*

MSA functions as the Member dues and subscriptions office for the Meteoritical Society; in this role MSA maintains the membership database, and handles member applications and renewals, subscriptions, and meeting payments.

### **Qualifications**

1. Must have a bachelor's degree and at least 5 years relevant work experience. A major in the earth or physical sciences is preferred.
2. Normally will have had prior responsibility for a complete set of accounting books, through financial statements, preferably in a non-profit [501(c)3] organization.
3. Normally will have had previous experience with office and accounting systems.
4. Normally will have had administrative office experience, including the management of people, procedures, facilities, and equipment.
5. Must have excellent communication skills.
6. Must be flexible and able to handle diverse activities.
7. Must be able to travel as necessary.