

**Job Announcement**

The Middle Atlantic States Correctional Association announces the position of Operations Manager to be available July 1, 2019. The Operations Manager performs consulting services on behalf of the Association as an independent contractor and reports to the President of the Association and assists the President and Executive Board. The term of the contract shall be for one (1) year; the MASCA Board shall have the option to extend the contract term for an additional year. Closing date for all applications is May 15, 2019. Interviews will be conducted during the annual training Conference June 12-15 at the Wink Hotel, Washington, D.C.

**APPLICATION PROCESS**

Please email cover letter, resume, references and signed Conflict of Interest Policy (page 6 of this document) to the following email address:

webmaster@masca.us

**JOB DESCRIPTION**

1. **CONFERENCE PLANNING**
	1. Assist in the planning, web site development and organization of the annual conference when/where requested.
	2. Review all proposed contracts and provide a written critique to the MASCA Board.
2. **COMMITTEES**
	1. Serve as a Resource person for all standing MASCA Committees.
	2. Maintain the schedule of all MASCA Board and committee meetings. Send meeting reminders to committee members.
	3. Assist the Publications Committee and the Editor of the MASCA Connection Newsletter in gathering articles about training and other professional information from member states, along with assembling, publishing and distributing the newsletter. Additionally the selected candidate will have the responsibility of responding to feedback or forwarding it to the editor or other Board members as appropriate.

d. Assist the Social Innovations Committee with the content, organization, and updates to the MASCA website, as well as, other social media outlets. It is anticipated that the Executive Director will become the primary point of contact between the website host and MASCA.

e. Initiate and participate in membership recruitment and retention initiatives. Assist the Membership Committee to maintain membership lists (both active and inactive members) to assure renewal notices are sent to members who did not renew their membership or attend the annual conference. This will be done using the website communication application.

g. If Operations Manager responds on behalf of the Executive Committee he/she must copy all elected officers.

1. **Representation**
	1. If requested by the Board and President, represent MASCA at the American Correctional Association (ACA), American Probation and Parole Association (APPA) and American Jail Association (AJA) Conferences.
2. **Elections and New Board Members**
	1. Ensure that the timeline for the bi-annual election is carried out in accordance with the Constitution and by-laws.
	2. Send ballots to all members that contain the slate of officers for MASCA plus the slate of Board members for the members’ home states. This can be done by mail or electronically using the website communication application as requested.
	3. Receive ballots and tabulate results and notify winning candidate in advance and notify members at next annual conference.
	4. Announce election results to the Board, at the membership meeting at next annual conference after an election, and on the web site and in the newsletter.
	5. Provide each new Board member with a packet including the constitution, By-laws, Certificate of Incorporation, Certificate of Non-Profit status, Mission Statement, Conference Planning Guide, Policies, and related MASCA historical materials, to all newly elected or appointed members of the Board of Trustees.
	6. Distribute all new policy updates to Board members.
3. **Historian**
	1. Maintain a yearly record of significant events during future years. These records will be used to update the History booklets at an appropriate time. Should the Operations Manager change, these documents will be provided to the incoming Operations Manager or the MASCA President.
4. **COMMUNICATION & MAINTENANCE**
	1. Regularly access the MASCA electronic mailbox and answer any mail or email inquiries about MASCA on behalf of the organization.
	2. Maintain account information (login id’s and passwords) for all technology and social media used to support the association.
	3. Maintain and update a MASCA Directory with contact information on the Officers, elected/appointed members and past presidents.
5. **OTHER DUTIES AS REQUIRED/REQUESTED BY THE BOARD**
	1. Carry out special projects, conduct research, establish contacts with the correctional field, contact potential vendors, gather information and carry out other related duties as requested by the president of MASCA.
6. **CONFLICT OF INTEREST**

This conflict of interest policy is designed to help employees to identify situations that present potential conflicts of interest and to provide the Middle Atlantic States Correctional Associationwith a procedure that, if observed, will allow a transaction to be treated as valid and binding even though an employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and the procedures prescribed herein and those in federal or state law, the law shall control. All capitalized terms are defined in Part 2 of this policy.

1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
	1. Outside Interests.
		1. A Contract or Transaction between [ *Name*] and a Responsible Person or Family Member.
		2. A Contract or Transaction between the Middle Atlantic State Correctional Association and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
	2. Outside Activities.
		1. A Responsible Person competing with the Middle Atlantic States Correctional Association in the rendering of services or in any other Contract or Transaction with a third party.
		2. A Responsible Person’s having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with the Middle Atlantic States Correctional Association in the provision of services or in any other Contract or Transaction with a third party.
	3. Gifts, Gratuities and Entertainment.

A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:

* + 1. does or is seeking business with, or is a competitor of Middle Atlantic States Correctional Association; or
		2. has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Middle Atlantic States Correctional Association;
		3. is a charitable organization; under no circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Middle Atlantic States Correctional Association.
1. Definitions.
2. A *Conflict of Interest* is any circumstance described in Part 1 of this Policy.
3. A *Responsible Person* is any person serving as an officer, employee or member of the board of directors of the Middle Atlantic States Correctional Association.
4. A *Family Member* is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
5. A *Material Financial Interest* in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person’s or Family Member’s judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
6. A *Contract or Transaction* is any agreement or relationship involving the sale of purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship or review of a charitable organization by the Middle Atlantic States Correctional Association *Organization* The making of a gift to Middle Atlantic States Correctional Association the is not a Contract or Transaction.

Procedures.

* 1. Before board or committee action on a Contract or Transaction involving a Conflict of Interest, an Executive or Board member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
	2. An Executive or Board member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the President prior to the meeting all facts material to the Conflict of Interest. The President shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
	3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the boards or committee’s discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person’s ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of directors of the Middle Atlantic States Correctional Association

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the President or the President’s designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

1. Confidentiality.

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the Middle Atlantic States Correctional Association . Furthermore, a Responsible Person shall not disclose or use information relating to the business of the Middle Atlantic States Correctional Association for the personal profit or advantage of the Responsible Person or a Family Member.

1. Review of Policy.
	1. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
	2. Each new Responsible Person shall annually complete a disclosure from identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstance might include service as a director of or consultant to a not- for-profit organization, or ownership of a business that might provide goods or services to the Middle Atlantic States Correctional Association.

**Middle Atlantic State Correctional Association**

**Conflict of Interest Information Form**

Name: Date:

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in Middle Atlantic States Correctional Association. Policy on Conflicts of Interest) arising.

*I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of The Middle Atlantic States Correctional Association that is currently in effect.*

Signature: Date:

It is agreed that MASCA shall provide compensation in the amount of $1,000.00 per month, plus reimbursement for any pre-approved travel, printing, mailing or other expenses as approved by the MASCA Board and with appropriate receipts.

**EDUCATION & EXPERIENCE**

* + - * High school diploma plus years of experience in criminal justice and/or B.S. Degree preferred.
* Experience in multi-tasking, budgeting, and coordinating is desired
* Experience in directing a non-profit organization is desired
* Experience and knowledge of the criminal justice system is desired
* Organizational experience in relevant field is preferred.