

The Cartography and Geographic Information Society announces the opening of its Executive Director (ED) position, to start in late 2022. Details of the expectations for ED candidates are listed below. Anyone who is interested in serving in this capacity should contact Daniel Cole (coled@si.edu) before March 1, 2022. The candidate will be selected in late summer 2022, and there will be an opportunity for overlap and transition with the current ED until the start date for the chosen candidate.

## **Cartography and Geographic Information Society (CaGIS) Executive Director Position Description**

**Location:** Depends upon the candidate

**Position Management:** Reports directly to CaGIS President

CaGIS supports research, education, and practice to improve the understanding, creation, analysis, and use of maps and geographic information for effective decision-making and improving the quality of life. The society serves as a forum for exchanging original concepts, techniques, approaches, and experiences among those who design, implement, and use cartography, geographical information systems, and related geospatial technologies.

### **General Overview**

This is a part-time (approximately 10 hours a week, on average) position as Executive Director (ED) of CaGIS. The ED's duties and responsibilities are those customarily performed by a person in a leadership position, as well as those specified in the CaGIS bylaws and by the CaGIS Board of Directors. An initial set of expected tasks and responsibilities include, but are not limited to, developing plans to recruit and retain members, expanding society visibility and impact, leading strategic communications aligned with society goals, and supporting general society operations.

The ED works at the direction of the CaGIS board and executive officers. The person in this position is expected to gain a thorough understanding of the organization's business with an eye toward the society's visibility and financial health.

The person must be an effective communicator, with strong public speaking skills, and be responsible for implementing and ensuring the achievement of the major goals of CaGIS, which are to:

- Ensure that mapping and geographic information activities in the United States are effectively coordinated with and represented to the International Cartographic Association (ICA).
- Identify major cartographic and geospatial goals and activities of academia, government, and private industry to facilitate the transfer of knowledge and data among these sectors.
- Promote research and educational practices in cartography and GIScience.
- Collaborate with governments and organizations at the national, state, regional, and local level that use mapping and GIScience to ensure the use of effective policies and standards.
- Promote the professional career development of students in mapping and GIScience.
- Promote best professional practices, standards, and tools to create, use, and visualize geographic information.

In addition, the ED may be called upon to:

- Work with the CaGIS treasurer to develop and manage budgets and handle tax-related issues
- Sign contracts and maintain bank accounts on behalf of CaGIS
- Manage membership rolls
- Monitor the maintenance of the CaGIS website
- Participate in the planning of AutoCarto conferences
- Assist the society's president and officers in developing agendas for board meetings
- Communicate with and maintain relationships with related societies
- Staff booths at conferences where CaGIS exhibits
- Maintain physical and digital archives for the organization

### **Education and Experience**

The ED must be professionally knowledgeable and persuasive on a diverse range of issues in the geospatial field to help identify and realize new opportunities for CaGIS. The ideal candidate will possess a strong understanding of geospatial technology and outreach, education, project management, and programmatic issues. CaGIS is flexible with regard to the type of college degree and specific work experience.

### **Work Conditions**

No office space is provided for the ED. The ED is expected to provide and maintain a professional and functional office (home office or otherwise, though no funding is provided to secure separate office space) with good communications and computing capabilities. In general, the ED will be expected to respond to CaGIS communications in a timely manner consistent with the part-time nature of the position. The successful candidate must be flexible and willing to work odd hours when necessary.

The ED will be required to travel to attend two board meetings per year (nominally one in the spring and one in the fall), which are usually held in conjunction with the society's AutoCarto research symposium or other scholarly / technical conferences. In addition, the ED shall occasionally travel to other meetings as directed by the board.

### **Compensation**

The ED will serve as an independent contractor. Initial compensation is expected to be \$1,000 per month for part-time performance (i.e., approximately 5 – 10 hours a week), plus necessary

business expenses directly related to the performance of duties, including travel, office supplies, postage, P.O. box rental, as approved by the board of directors.