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**Contract: Executive Director**

**Libertarian Party of [Affiliate Name]**

**Summary**

A paid full-time professional staff, starting with an executive director, can provide many of the basic operational requirements of the party, freeing up volunteers, including state and local party officials, to work at sustainable levels on political outreach and party growth activities.

In the past, relying solely on volunteers resulted in websites, databases, party official lists, and phone numbers that have been outdated, incomplete, or inaccurate, which has hampered the recruitment of new members, activists, and candidates. Further, the lack of organizational management hurt local grassroots efforts, candidate recruitment and the development of party sub-committees. Many willing volunteers were asked to do too much, were over-worked, frustrated, burnt-out, and quit.

**Goals for the Executive Director**

1. Growth in membership and overall financials
2. Growth in number of candidates
3. Improvement in election percentages

**Responsibilities of the Executive Director**

1. Fundraising (primary responsibility)
2. State Party operations administration: website, database, etc
3. Membership recruitment and support
4. Candidate recruitment and support
5. Internal and external party communication
6. Supporting other missions of the Executive Committee

**Executive Director Compensation Package and Terms**

Pay: $554 to be paid bi-weekly by check. Commission rates below to be paid at the end of each quarter based on annual funds raised.

Annual Commission Rate

0-16K - 10% of funds raised

16K - 32K - 20% of funds raised

32K and up - 30% of funds raised

Status: Independent contractor; at-will termination of position without cause; as fundraising is a primary responsibility of the Executive Director, lack of available funds to pay the Executive Director for amounts due in the event of termination of the position will result in forgiveness of any amounts due to the Executive Director by the State Party. The most important thing is that the Executive Director has to feel responsible for raising the money, and has to be prepared to reduce his hours or pay or resign or be fired if there is not enough money to pay him.

Required reporting and communication: directly to the [Affiliate Name] State Chair. Monthly report to State Executive Committee.

Expenses reimbursed: job-related office supplies, telephone expenses, personal vehicle mileage at 50 cents/mile, other party-related expenditures as approved by the EC individually. Use of [Affiliate Name] account up to $225 per month (petty cash fund). Expenses reimbursed monthly.

Information access requirements provided by the State Party to the Executive Director: unlimited access to all databases, financial details, and reports of the State Party.

Start date: [Date]

Duration: all terms changeable at anytime by acts of the EC or [Affiliate Name] State Chair

**Signatures**

[Name]**, Executive Director**

By:

(Signature)

(Printed name)

Date:

[Name]**, Chair**

By:

(Signature)

(Printed name)

Date: