

## **Agreement between Interim Executive Director and Board of Directors of Gert Town Revival Initiative**

The Board of Directors of Gert Town Revival Initiative, Inc., (referred to as GRI hereafter) located at Post Office Box 850336, New Orleans, LA 70158 agrees to engage the personal services of **Rev. Lois Dejean** in fulfillment of the duties of **Interim Executive Director of GRI**. The Interim Executive Director of GRI is responsible for the day-to-day Operations of the Gert Town Revival Initiative, Inc., developing strategies and internal operating systems to sustain the organization and to help actualize the organization's mission.

**WHEREAS**, this agreement will commence **August, 2006**.

In execution of this personal service agreement, the Interim Executive Director agrees to serve at the pleasure of the Board of Directors of GRI and on its behalf in executing the following services:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work closely with board and partners on fund raising activities, including but limited to an annual fund drive.
- Adhering to policies and procedures established by the Board through the by-laws of GRI.
- Developing operating policies and procedures.
- Creating a safe and legally compliant workplace environment.
- Coordinating collaborative efforts among CBOs', FBOs', businesses and residents.
- Attending Board Meetings and provide financial reports and other updates as requested by board.
- Serve as Board liaison to government officials, funders, and the community-at-large.
- Furthering plans for community development.
- Hiring and supervising staff and contingent workers.
- Responding to reasonable constituent requests.
- Access the needs and priorities of local residents.
- Reading and analyzing incoming proposals and make recommendations to the Board.
- Working and communicating regularly with collaborating partner agencies.
- Completion of specific tasks detailed in the Executive Work Plan.
- Adhering to general hours of operation "office hours" with a minimum of 40 hours with ½ hours office time..
- Responsible for meeting obligations of GRI as expressed in the Cooperative Agreement with the City of New Orleans.
- \* Solicit potential funding sources & develop grant applications as appropriate.

### **ACCOUNTABILITY AND PERFORMANCE EVALUATION**

- Interim Executive Director will provide oral and written progress reports and updates to the full Board of Directors of GRI an assigned committees
- The Personnel Committee will plan and develop the instruments for the annual evaluation of the Interim Executive Director using the Official Job Description and the Executive Work Plan as the premise of the evaluation. The Full Board of GRI will amend the evaluation tools as needed.

### **COMPENSATION AND BENEFITS**

- With respect to the above-listed Essential Duties and Responsibilities, the Interim Executive Director agrees to annual compensation in the amount of \$45K (Forty Five Thousand Dollars) to be paid by-weekly over the agreement period.

- GRI agrees to pay 7.5% of employee taxes on behalf of the Interim Executive Director.
- GRI agrees to grant the Interim Executive Director a paid two-week annual vacation period, which may be disaggregated throughout the agreement period, with prior notification. GRI will observe regular holidays: New Year, Martin Luther King Day, Memorial Day, Holy Thursday, Good Friday, Labor Day, Thanksgiving, Christmas

### **PERSONNEL PRIVACY RIGHTS**

- An assigned personnel committee of GRI shall uphold the employee rights of the Executive Director. Employee matters of a personal nature, when it comes to personal matters regarding health and or any of the components of the HIPPA Law that protects an employee's rights to privacy, shall be protected and not be discussed open meetings of the Board or the public. The Interim Executive Director shall have the right to request closed meetings with the Personnel Committee.

### **PROPRIETARY RIGHTS**

- All materials and/or deliverables performed under the agreement shall be considered the sole property of GRI. All data collected will be considered privileged information. GRI reserves all proprietary and copyright to any products arising from this agreement. Any such products shall be surrendered at the termination of this agreement.

### **CHANGES**

- The Interim Executive Director agrees to a maximum 12-month tenure of service to GRI under this agreement. The Interim Executive Director cannot apply for the permanent position of Executive Director.
- This agreement is non-transferable and can be terminated by either party with advance notice Within thirty days. The Board of Directors of GRI may, from time to time, require changes in the scope of work to be performed hereunder. Such changes shall be incorporated by written resolutions from the Board of Directors of GRI. This agreement constitutes the sole and the entire agreement between the parties with respect of the subject matter contained herein. The Agreement supersedes any prior Agreement, offer, or proposal between the parties, and may be amended only with the prior written consent of each party. This agreement constitutes a hire at will fire at will employee employer relationship and shall not be construed as an employment agreement. The probationary period for the Interim Executive Director's position is 60 days.

**CHOICE OF LAW**

- This Agreement shall be governed by the laws of the State of Louisiana

IN WITNESS WHEREOF, the parties have set their hands to this Agreement:

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Employee Board President

Date \_\_\_\_\_ Date \_\_\_\_\_