JOB DESCRIPTION
EXECUTIVE SECRETARY
NATIONAL CONFERENCE ON INTERSTATE MILK SHIPMENTS

Duties
The candidate in this position is expected to work to further the mission, goals, objectives, and continued success of the National Conference on Interstate Milk Shipments (NCIMS). He/She will serve, at the pleasure of the Executive Board, as the Executive Secretary, maintaining all necessary records of that organization, acting as an advisor and consultant to the Chair; and searching out and evaluating possible meeting sites for the national biennial meeting of NCIMS. The incumbent is responsible to the Executive Board. The position is part-time, with a varied number of hours worked per week and travel that increases during the biennial NCIMS.

Specific Duties Include
- Maintains all NCIMS financial and tax records, including establishing NCIMS bank account. Prepares and presents financial reports to the Executive Board.
- Takes and records accurate minutes of all Executive Board meetings and other Committee meetings, as requested by the NCIMS Chair.
- Takes and records accurate minutes of all general sessions of the meetings of the NCIMS except sessions for which a transcript is provided.
- Prepares and distributes timely documents, minutes, and memorandums to keep NCIMS members apprised of Conference matters.
- Actively pursues prospective meeting locations for NCIMS conference and meetings, and searches out and makes on-site inspections of hotel/motel accommodations suitable to NCIMS needs with the assistance of an event management company and in consultation with the Program Chair.
- Exercises sound judgment in the expenditure of Conference funds in conducting Conference business.
- Receives, processes, and issues reimbursements for approved travel expenses in accordance with NCIMS Executive Board policies and procedures.
- Submits, tracks and coordinates with FDA as required for grant applications, awards and required recordkeeping.
- Maintains a home office for conducting clerical and administrative work for the Conference Chair, Executive Board and NCIMS including answering emails and phone calls on behalf of NCIMS.
- Receives mail sent to the Conference, and drafts correspondence as needed or directed by the Conference Chair and/or Executive Board.
- Prepares formal Conference program, with the cooperation of the Program Chair (including scheduling of events, meetings, and meeting room assignments).
- Consults with Conference Chair on NCIMS matters.
- Handles NCIMS Conference pre-registration, and supervises and participates in on-site registration of NCIMS.
• Acts as on-site contact person with hotel/motel management regarding NCIMS Conference meeting arrangements and facilities.
• Works with the local arrangements committee to provide administrative, clerical support and assures adequate equipment, computers, copiers, and printers are available at the NCIMS Conference.
• Arranges for NCIMS Executive Board meetings, including site and agenda, Committee meetings and Council meetings, as requested by the Chair.
• Manages the NCIMS web site including providing updates and posting new information.
• Performs other related tasks as requested by the Chair or Executive Board.

Job Requirements
• Working knowledge of NCIMS.
• Ability to maintain accurate records of receipts, disbursements, and other financial transactions.
• Ability to communicate effectively both verbally and in writing, and maintain harmonious and professional relationships with NCIMS members and staff.
• Willingness to provide adequate office space to accommodate NCIMS equipment, records and other needs.
• Proficient computer and word processing skills to prepare and distribute necessary NCIMS documents.
• Ability to be a self-starter and work alone effectively, exercising initiative and judgment in accomplishing specific job duties.

The candidate will, in most instances, work independently following general instructions. Work will be reviewed on a continuous basis by the Executive Board, with an audit of financial information by an accounting firm. The tenure of this office will be from the date of appointment or January 1 of the year following the Conference until December 31 following the next biennial Conference, at which time the incumbent may be re-appointed. The appointment of the Executive Secretary may be terminated for cause by or with the approval of the Executive Board.