

**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.