

NATIONAL CONFERENCE ON INTERSTATE MILK SHIPMENTS

“To Assure the Safest Possible Milk Supply for all the People”

P.O. Box 108
Monticello, IL 61856

Phone/fax: 217-762-2656
NCIMS.Bordson@gmail.com

NATIONAL CONFERENCE ON INTERSTATE MILK SHIPMENTS SEEKS EXECUTIVE SECRETARY

The **National Conference on Interstate Milk Shipments (NCIMS)** is accepting applications for the Executive Secretary position on its 28-member Executive Board.

What is the NCIMS?

NCIMS is a non-profit organization whose goal is to *"Assure the Safest Possible Milk Supply for All the People."* The NCIMS is composed of representatives from milk regulatory agencies from all 50-states and U.S. Trust Territories, the U.S. Food and Drug Administration (FDA), and members of all sectors of the dairy industry from farm to table. The Conference meets biennially to deliberate on proposed changes to the U.S. Public Health Service, Grade-A Pasteurized Milk Ordinance which serves as the national public health standard for the safe production, processing and handling of Grade-A milk and milk products shipped in interstate commerce. Additional information may be found on the NCIMS website at <http://www.ncims.org>.

What is the Role of the Executive Secretary?

The NCIMS is governed by an Executive Board consisting of representatives from state and local regulatory agencies, FDA, USDA, industry, laboratories, academia and a member at large representing consumers. The Executive Secretary shall conduct the duties and responsibilities of the organization as outlined in the Constitution and Bylaws of the NCIMS and the accompanying Job Description. Duties are assigned by the Chair and Executive Board of the NCIMS and include, but not limited to, planning all meetings and conferences, maintaining minutes of the board, acting as Treasurer for the board and the biennial meeting, updating and maintaining the website, and preparing grant applications, maintaining records, paying bills and coordinating with CPA's to prepare financial reports and yearly audits. Please see the attached Job Description for more details on the specific duties of the position.

Salary

Negotiable and dependent upon experience.

How do I apply?

Prior to final appointment, a candidate must: 1) Have no direct financial interest in the commercial production or marketing of milk and milk products, except as a consumer, and shall not be a director, officer or employee of any firms so engaged; 2) Shall not be an active member or employee of any trade association or industry organization directly related to the production, processing, transportation, or marketing of milk or milk products; and 3) Shall not be an employee of a local, state or federal government agency with regulatory authority over food, including milk or milk products.

To apply, please send both a curriculum vitae and a letter of interest to the Chair of the NCIMS Executive Board that states how you meet all eligibility requirements, explains why you would like to serve as the Executive Secretary, and describes your education and experience that qualifies you for the position. Your curriculum vitae and letter must be received no later than **OCTOBER 7, 2019**. Please send all application information to:

Marlena Bordson, Executive Secretary
National Conference on Interstate Milk Shipments
585 County Farm Road, Monticello, IL 61856
Tel: 217/762-2656
e-mail: <mailto:ncims.bordson@gmail.com>

The National Conference on Interstate Milk Shipments (NCIMS) is a voluntary organization directed and controlled by the member States and open to all persons interested in its objective of promoting the availability of a high quality milk supply. It is governed by an Executive Board whose members include representatives from state departments of health and agriculture, the U.S. Food and Drug Administration, the U.S. Department of Agriculture and industry. Visit us at www.ncims.org.