



Position Announcement and Description

Title: **Executive Director** of the International Plant Propagators' Society - Western Region of North America

Summary: The International Plant Propagators' Society (IPPS) is an international non-profit association of plant production professionals. The Society provides a forum for sharing plant production knowledge with the aim to improve the professionalism, knowledge and skills of its members. There are eight chapters around the world. The Western Region of North America is governed by a rotating board of volunteer officers and directors.

The Director is responsible for handling the financial and business affairs of the Western Region. She/he is employed by the Executive Committee of the Western Region to administer the activities and functions of the chapter.

This is a contracted part-time position. Hours vary but average approximately 750 total hours over the course of a year. The Director works from an office she/he provides. Preferred location is one of the western U.S. states or Canadian provinces.

Responsibilities and duties:

- Western Region Executive Committee oversight: Assists committee members in carrying out their duties between meeting, plans meetings, draft agendas, records and distributes minutes quickly after each meeting, develops annual budget, works with other committees to assure progress is being made. The Director is responsible for creating an annual procedures table to direct executive members to undertake calendared duties and responsibilities.
- Membership: Processes memberships and dues, maintains Western Region database and on-line database for accuracy, tracks non-renewals and sends reminders.

- Financial: Provides accurate, complete and up to date financial records using QuickBooks, processes all financial transactions in a timely manner, sends membership renewal statements, reimbursees members as needed, and provides Executive Committee with financial reports and budgets. Signs all contracts, agreements and other instruments entered-into on behalf of the Society. Provides fiscal management to assure that the approved budget is maintained.

- Annual Meeting: Assists Planning Committee in all phases of planning, publicity, and sponsorships, creates registration materials and tracks registration. Coordinates with meeting hotel in developing contract, produces nametags and other materials for registrants. Attends annual meeting (usually 6 days), manages on-site registration desk throughout the meeting, coordinates meeting events with conference hotel and assists with conference events as needed. Handles all conference income, and pay all conference expenses before, during and after the meeting. (Note: More work hours are needed each week for two to three months before and during the conference.)

- Communication: Clearly communicates with officers and directors, members, and the general public by telephone and e-mail, acts as point person for the region by answering all requests for information or action in a timely manner. Serves as liaison between the Western Region and International IPPS office as needed. Assist Publicity and Membership Committees in promoting Society awards, events and membership to varied publicity outlets, including state and provincial nursery associations, and horticultural colleges and programs. Maintain IPPS equipment, databases, working files and the regions email account.

Required Qualifications and skills

- Strong collaborator, and motivator.
- High personal integrity, self-motivated and able to provide leadership as needed.
- Excellent administrative and organizational skills
- Excellent oral and written communication skills
- Demonstrated proficiency with computers for print and online communication
- Demonstrated proficiency with QuickBooks accounting software and Microsoft Office software
- Familiarity with basic accounting procedures

Additional beneficial skills

- Social media communication skills
- Database creation and manipulation
- Horticultural background helpful

Anticipated start date: June 2019

Accepting resumes: until May 1, 2019 or until filled

Send cover letter and resume electronically to toddjones57@hotmail.com

Direct questions to: toddjones57@hotmail.com or 1-360-319-8968

Salary: Currently \$15,000 USD per year, plus, reimbursement for all travel and lodging expenses to Western Region meetings and other operational expenses; in 2018 that was \$3000.