



POSITION ANNOUNCEMENT: Executive Secretary/Treasurer

The International Plant Propagators' Society – Eastern Region of North America (IPPS-ER), a non-profit association of plant propagation and production professionals, is seeking an Executive Secretary/Treasurer.

Overview

The Executive Secretary/Treasurer is responsible for managing the financial, program and business affairs of IPPS-ER. He/she is employed by the volunteer Board of Directors, based in part of the US and Canada. The Executive Secretary/Treasurer serves as the primary point of contact for IPPS-ER.

This position is part-time. The successful applicant will provide office space with a stable address and a strong internet connection. IPPS-ER will provide a computer operating in a Windows environment with Microsoft Office programs, printer, fax, scanner and telephone. The Executive Secretary/Treasurer will establish the official IPPS-ER address and provide adequate storage of IPPS records. The office can be located anywhere within the United States portion of IPPS-ER (CT, DE, DC, IL, IN, IA, KS, KY, ME, MD, MA, MI, MN, MS, NE, NH, NJ, NY, ND, OH, PA, RI, SD, VT, WI).

Position Responsibilities:

There are two travel times per year where the IPPS-ER Secretary/Treasurer's attendance is mandatory:

1.) The mid-year board meeting two days (Spring) and 2.) the annual conference for five days (Fall).

Board

- Coordinate Board of Directors' meetings: conduct polls for date setting, draft agendas, record, edit and distribute minutes, collate board reports, and compensate members according to the Operations Manual.
- Communicate effectively with all IPPS-ER officers, directors and committee chairs, and provide assistance as needed to meet targets determined by the Board.
- Serve as liaison between the IPPS-ER office and the International IPPS office.

Membership

- Maintain a database file on all members. Oversee online member database.

Financial

- Prepare annual and conference budget drafts (with input from Finance and Site Committees), submit payroll reports, federal and state taxes on time (with input from certified accountant), and prepare routine financial reports.
- Sign all contracts, agreements and other instruments entered into on behalf of the Society.
- Be responsible for fiscal management that generally anticipates operating within the approved budget and maintenance of the organization in a positive financial position.

Communications

- Update IPPS-ER's portion of the website (<http://ena.ipps.org>) and prepare a monthly electronic newsletter to promote IPPS-ER's annual conference, report on other events and present articles of interest.
- Assist Publicity and Membership Committees and IPPS-ER Foundation in promoting awards, events and membership to traditional and social media.
- Maintain IPPS equipment, contract for online remote back-up service of IPPS database and working files, maintain an e-mail account for IPPS-ER. Review IPPS-ER social media accounts and post appropriately.

Annual Conference

- Assist the Local Site Committee in all phases of planning, including publicity and sponsorship, for the annual 4-day educational conference held in various locations of the northeast U.S. and Canada. This includes coordinating the search for a host hotel and signing contracts as necessary with the selected hotel, bus companies, caterers, AV, poster board suppliers, etc.
- Prepare registration for the event and track registrants; prepare name tags and conference brochure.
- Manage registration desk on site and assist with conference events as needed.
- Assist volunteers running the Conference Auction with point-of-sale and coordination.
- Deposit all conference income, pay all conference expenses, prepare financial summary.

Required Qualifications

- Experience managing a non-profit organization of similar budgetary size
- Strong organizational abilities including planning, delegating and task facilitation
- Skills to collaborate with and motivate board members and other volunteers
- Experience writing newsletter for a targeted audience
- Experience with minutes taking, processing and distribution
- Experience with mass e-mail marketing creation (i.e. Constant Contact) and maintenance
- Familiarity and proficiency with routinely used computer programs: Microsoft Word, Excel, PowerPoint, Access and QuickBooks
- Experience with contract negotiation, bookkeeping, budget preparation, on site point-of-sale, review of financial statements, income tax and corporate filings (with assistance of accountant)
- Strong written and oral communication skills.
- High personal integrity; self-motivated and self-directed

Additional assets

- Experience in social media marketing
- Experience as a Board volunteer
- Website maintenance familiarity (no coding required)
- Horticultural background
- Experience in long range planning

Please submit cover letter expressing why you are interested and qualified for the position with your resume to Winston Dunwell, IPPS-ER President, wdunwell@uky.edu, 348 University Dr., Princeton, KY 42445-0469

Applications deadline: March 1, 2020

Only those applicants chosen for interviews will be contacted.