**Job Posting: Executive Secretary/Treasurer**

Do you love the fair and events business? The Heartland Association of Fairs, Festivals & Events, a regional membership organization, is looking for a part-time Executive Secretary/Treasurer. Duties include membership management, annual convention coordination, financial management of association, coordination and planning of special events, preparation of communication pieces, and more. Annual stipend includes $5,000 plus opportunity for bonuses. To apply, send resume and cover letter to Mark Landa at mlanda@prodigy.net. Board will begin reviewing applications April 1, 2020.

**Duties of the Executive Secretary/Treasurer of the Heartland Association of Fairs, Festivals & Events**

**Secretary Duties**

- Keep minutes of all board meetings and distribute them to board members
- Prepare agenda in consultation with president for each board meeting
- Send out board meeting notices
- Keep on file all meeting minutes
- Prepare agenda for the annual meeting
- Take minutes of the annual meeting
- Keep the most recent version of the association’s By-Laws
- Post information on website and other social media
- Other duties that may develop over the year, working closely with the board
- Maintain the director and officers insurance policy
- Will answer and report to the Board of Directors of the Associations

**Member Fairs/Events**

- Maintain list of each member fair/event and Associates members with contact information
- Send out annual fair/event membership and renewal notices
- Follow-up with late notices if needed to retain memberships that may have dropped
- Send out all convention registration material & information
- Solicit both fairs and associates for new members through phone calls, mailings and direct contact
- Problem solve, answer questions for membership, and assist with finding information when needed.
Treasurer Duties

- Prepare annual budget
- Receive all dues money from member fairs/events & associate members
- Pay all bills from approved checking account, keep track through approved bookkeeping software, reconcile and send monthly report to the board.
- Maintain a list of all invoices paid and deposits made
- Solicit sponsorship for special events, newsletter etc.
- Prepare a financial statement that is handed out during the annual meeting at the convention
- Prepare IRS 990 annual tax form and file with IRS via internet
- Prepare financial statements for board meetings

Publications and Communications

- Solicit information and articles for publishing newsletters.
- Send newsletter to member fair/events, associate members, board members and others as needed via mail or email
- Place newsletter on Webpage
- Keep in contact with board and membership by phone, email, text, and mail as needed
- Gather and organize information for Rest Area Brochures; and arrange for printing and distribution to the State Tourism Departments in North Dakota and South Dakota
- Gather information, organize, and print the convention book in the office

Awards

- Distribute information to member fairs/events on nominating district winners
- Coordinate overall fair/event person of year from district winners
- Organize selection of Hall of Fame winners and also Associate of Year if needed
- Maintain list of award winners from previous years
- Order plaques for presentation during convention
- Write article on award winners for the newsletter

Convention

- Review possible bids and prepare a proposal for potential host cities/hotels and convention centers.
- Develop a convention budget and present to the board for approval
- Work with the IAFE (International Association of Fairs & Expositions) to provide list of potential convention keynote speakers, work with board to select the speaker, and then provide arrangements for speaker and publicize the speakers in the newsletter
- Work with host hotel on convention arrangements, pricing rooms and room schedule for workshops, Comp Room numbers, roundtables, showcasing, eating and hospitality rooms
• Plan menu for the convention and later develop a count for each convention meal based on number of registrations
• Secure contract with sound & light provider
• Help develop a convention schedule, present that schedule in the newsletter, and print copies for distribution during convention
• Design and print convention booklet that will be available at the start of the convention
• Work with the board in determining registration costs for convention
• Send out letters and promote convention/ get sponsorship
• Work with the board on developing workshops and roundtables that will be offered at convention
• Develop registration materials and send appropriate materials out to member’s fairs and associates.
• Receive all convention registration fees and deposit in bank
• Work with showcase manager
• Print name badges for convention and include meal tickets
• Coordinate convention registration once convention starts
• Coordinate silent and live auction activities, including taking payment for the auction items
• Work out any problems that arise during the convention
• Deposit all money received during convention/pay all bills associated with convention
• Once all income and expense are known, develop a financial statement for the convention and compare that with the budget that was developed earlier
• Send a summary of the convention to the IAFE for publication in their magazine

Special Events
• Coordinate and plan special events such as state Event picnic, Youth Talent Contest and others to include sending out information to membership, finding sponsors, order prizes and awards, coordinate times, and creating agenda.

Continue Education/IAFE Events
• Attend Executive Summit Meeting at IAFE headquarters office in Springfield, Mo., held every other year (in even numbered years)
• Attend yearly IAFE Convention and take part in State Executive Secretaries meetings.

Other duties as assigned