

## **ROCKY MOUNTAIN ASSOCIATION OF FAIRS (RMAF) EXECUTIVE SECRETARY/TREASURER**

### **Position Summary:**

The successful candidate will be responsible for the daily activity of the RMAF as needed and for the event management and implementation of the annual RMAF convention. This position will be governed by the existing by-laws and policies as approved by the board of directors of RMAF; performs all operations and directives as assigned by the president and the executive board of RMAF; and plans and organizes programs and activities of the association to assure that objectives are attained, plans are fulfilled and member needs are met. Other responsibilities include: Maintaining effective internal and external relationships; preparing the annual secretary report; publishing the official RMAF newsletter and the annual membership directory; preparing an annual budget; mailing membership statements and collecting dues; preparing all quarterly IRS reports and other reports a required by law; performing day to day business necessary for the continued operation of the RMAF; designing and maintaining the RMAF web site; obtaining sponsors and sponsorship revenue; maintaining current memberships and increasing RMAF memberships; and being available for some travel. This position may be asked to perform other administrative duties as requested by the RMAF board of directors.

### **Experience Recommended:**

Experience and knowledge of the fair industry and its importance. A degree in Business administration, public administration or hands-on experience in the industry. Knowledge of a computer accounting program, such as QuickBooks and knowledge of a publishing program such as Publisher/Word or the equivalent. A minimum of 3 years of event planning in the fair industry or like industry in an Executive Secretary status position.

Preference will be given to candidates that live in the Rocky Mountain Region.

Salary: Commensurate with qualifications and experience.

For immediate consideration, please send resume, three (3) letters of recommendation and salary requirement to:

RMAF Executive Secretary Search

PO Box 77

Filer, ID 83328

Or email to

[rmafairs@gmail.com](mailto:rmafairs@gmail.com)

### **Knowledge Requirements:**

- Customer and Personal Service: Knowledge of principles and processes for providing customer and personal services.
- Administration: Knowledge of business and management principles involved in resource allocation, leadership techniques, and coordination of people and resources.
- Clerical: Knowledge of administrative and clerical procedures and systems such as word processing; managing files and records; transcription; designing forms; and other office procedures as needed.
- Communications: Knowledge of communications, and dissemination methods through written, oral, and visual.
- Computers and Electronics: Knowledge of various accounting programs, word processing programs, web design formatting and maintenance, and publishing program.

### **Skill and Activity Requirements:**

- Oral Comprehension: The ability to listen to and understand information and ideas presented by the RMAF board and membership.
- Organize. Plan & Prioritize Work: Develop specific goals. Organize, plan, and prioritize work toward the accomplishment of set goals.
- Communicate with Persons Outside Organizations: Communicate with people outside the association; representing the association to customers; the public; government agencies; and other external sources.

### **Duties and Responsibilities:**

- File annual report with the State of Montana.
- Manage all expenditures. Keep records, files, and accounts of RMAF. Prepare financial report for board of directors each month.
- Arrange for annual financial audit by outside certified auditor or accounting firm (January of each year). Prepare detailed list of expenditures and other material required for such audit.
- Mail dues statements, collect dues and terminate delinquent members.
- Execute all decisions and general responsibilities as outlined in the policy manual and by-laws of the association and those that may be delegated by the RMAF board of directors.
- Attend all RMAF Executive Board meetings and keep minutes to be distributed to each member of the board.
- Prepare an annual budget for consideration by the board of directors. Operate within

the approved budget.

- Perform the day-to-day business and financial obligations of the RMAF.
- Assure the timely filing of quarterly reports with the IRS, State Treasurer, Unemployment Insurance, and all others mandated by law.
- Encourage professional activity, growth, and participation in the association on the part of the membership.
- Publish an annual directory listing the general membership of RMAF including selling advertising and sponsorship.
- Maintain effective relationships with other affiliate organizations within the fair industry. Attend other fair association meetings as directed by the RMAF board of directors, as a representative of the RMAF.
- Serve as executive editor of the official RMAF newsletter, "*Fair Exchange*" (Published online, four (4) times a year). Plan and execute communications to the general membership which will include general mailings, surveys, etc.
- Coordinate the planning of all activities associated with the annual RMAF convention. Handle all aspects of registration for convention members; contract host hotel for convention; plan meals; work closely with convention hotel to assure for proper meeting rooms, breaks, meals, showcase areas and number of hotel rooms needed; develop event topics; choose featured speakers; and all other aspects as needed.
- Collect and payout all monies for the annual RMAF convention.
- Obtain, train, and supervise volunteers and support staff required for the annual RMAF convention.
- Obtain sponsorship dollars for the convention to assist in the cost of breaks, meals, speakers, special forums, etc.
- Design, and maintain the RMAF website including but not limited to up-to-date information, pictures, etc.
- Maintain the social media platforms for the RMAF.
- Responsible for increasing RMAF membership and increasing the registration for the annual RMAF convention.
- All other duties as needed.