

NEW YORK STATE ASSOCIATION OF AGRICULTURAL FAIRS, INC. JOB DESCRIPTION – EXECUTIVE SECRETARY

The Executive Secretary is the primary record keeping individual of the NYSA of Ag Fairs, Inc. for the purpose of fostering continuity of the Association. He or she should prepare and maintain information concerning traditions, policies, legal actions of the board, minutes of meetings, contract and official documents for Officers guidance.

He or she shall be responsible to the NYSAAF Executive Committee and will report to and receive information from the President of the Association.

He or she shall be appointed yearly by the Board of Directors at the April meeting. Salary for the year shall be set by the Board of Directors at the April Meeting and shall be paid quarterly July, October, January & April.

He or she shall...

- ... serve notice of and attend Board of Directors meetings, Committee meetings, and the Annual Meeting and be responsible for the minutes of same and their appropriate distribution.

- ... prepare, handle all correspondence of the Association and report items to appropriate members or officers.

- ... in accordance with the policy established by the Board of Directors:

- a. Print and maintain records of all passes and their distribution
- b. Sell, assign and distribute State passes (benefit of the Association's Ag Awareness Program)
- c. Distribute passes to appropriate personnel.

- ... maintain membership of the Association.

- ... prepare and distribute an Associate Member Directory.

- ... record all monies collected, turn over to the Association Treasurer and secure receipts from the Treasurer.

- ... coordinate and publish a newsletter to be distributed to members of the Board, Past Presidents, Member Fairs, Associate Members and other State Associations... presently published 3 times a year.

- ... be responsible for the organization and operations of the Annual Convention – to include:

- Prepare and secure all materials for the Convention activities (tickets and programs for luncheons, banquet convention) and handle banquet seating,

- Supervise registration of Convention members,

- Work with hotel staff and all contracted companies servicing the Convention,

- Arrange for showcases for the Convention,

- Coordinate Trade Show held in conjunction with the Convention: solicit participants, assign booths, develop lay-out map for distribution and see Trade Show is appropriately supervised.