

## Iowa Quarter Horse Association

<b>Job Title:</b>	Executive Secretary	<b>Position Type:</b>	Part-time/flex working from home
<b>Location:</b>	Iowa	<b>Travel Required:</b>	Some travel required
<b>Level/Salary Range:</b>	Monthly salary	<b>HR Contact:</b>	IQHA Board of Directors
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:adixqtrs@netins.net">adixqtrs@netins.net</a> Subject Line: Ex. Secretary Job Application		<b>MAIL:</b> IQHA Box 277 Ogden, IA 50212	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
Basic Duties:			
<ul style="list-style-type: none"> <li>• Serves at the direction of the IQHA President. Answers to the IQHA Board of Directors and the Executive Committee. <b>Executive Secretary and family members are not eligible to be on the Board of Directors</b></li> <li>• Records and maintains meetings minutes; distributes to Board member and Executive Committee</li> <li>• All records will be maintained in a central office</li> <li>• Acts as the main contact person for IQHA and its members</li> <li>• Receives correspondence via mail, e-mail, and phone pertaining to IQHA business/activities</li> <li>• Answers questions pertaining to IQHA business and activities and/or refers inquiries to the appropriate committee or board member</li> <li>• Processes membership application and maintains the memberships list; contacts point keeper of membership changes; prepares mailings as needed</li> <li>• Provides information to the Annual Directory and the Social Media Manager as directed by the Board, i.e. membership list and other IQHA information authorized by the Board</li> <li>• Is available to advise and provide requested information and documentation to district directors and pertaining to approved IQHA activities and their members</li> <li>• Provides assistance, forms, and information to all committees empowered by the Board for approved IQHA activities and events</li> </ul>			
IQHA sponsored shows (i.e. Mayflower/State Show and Futurity Extravaganza):			
<ul style="list-style-type: none"> <li>• Fills out and submits all AQHA and/or NSBA show approval paper work in a timely manner <ul style="list-style-type: none"> <li>○ Serves at Show Manager so approvals are submitted from the IQHA office</li> <li>○ Assists show committees as needed</li> </ul> </li> <li>• Contracts facilities and hires personnel to hold show <ul style="list-style-type: none"> <li>○ Judges</li> <li>○ Ring stewards</li> <li>○ Computer operator/show secretary</li> <li>○ Announcer</li> <li>○ Barn manager – takes stall reservations and makes stall assignments</li> <li>○ Bedding provider</li> <li>○ Veterinarian for drug testing (futuraity only)</li> </ul> </li> </ul>			

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- Makes hotel reservations as needed for above personnel
- Takes stall reservations and makes stall assignments
- Runs the show office (futuraity)
- Verifies show secretary submits completed show results in a timely manner to AQHA and/or NSBA
- After receiving drug testing results, fills out and submits futurity prize checks to the President and Secretary/Treasurer for signatures and mailing.

### Futurities (Breeder's, Breeder's Incentive, and Ranch Horse):

- Maintains Breeder's Futurity records
  - Mare Nominations
  - Super Horse Eligibility
  - Carry overs for horse not shown or open mares
  - Stallions contracts in a spreadsheet with yearly tabs
  - Confirms eligibility for horses entered and/or shown
  - Processes entries
- Breeder's Incentive
  - Processes entries
  - Verify entries are sired by an eligible stallion
- Maintains Ranch Horse records
  - Keeps a spreadsheet of nominated stallions in a yearly format
  - Processes entries

### Annual Meeting weekend:

- Contracts facility for the annual meeting, banquet, and Breeders' Futurity auction
- Coordinates and assists the banquet chairman, as needed
- Coordinates and assists the Breeder's Futurity Auction Chairman, as needed

### Financial:

- Coordinates and assists the Secretary/Treasurer and the Executive Committee in the day-to-day financial activities of the association. All checks will be signed by two of the three Executive Committee members.
- Deposits all funds received in appropriate accounts and transfers Futurity Holdings into necessary certificates
- Reconciles bank statements monthly
- Provides all documents and tax information to CPA so tax forms can be filed
- Posts all income and expenses into proper accounts
- Maintains following records: payables, taxes, insurance, depreciation
- Office expenses or capital expenses exceeding \$500 must have Board approval
- Provides detailed financial records to the Board
- Files all necessary paperwork and/or application to maintain non-profit status, as needed to State of Iowa and/or US Federal

### Horse Fair:

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- Contracts booth space in coordination
- Assists committee as needed

## IQHA approved shows:

- Provides IQHA show approval forms to the show manager and/or show secretary
- Ensures show approvals have been submitted and insurance coverage (private shows) is in place before shows dates are listed on the website and/or directory calendar of events
- Acts as liaison and answers questions or directs questions/concerns to appropriate Board member

## Membership:

- Mails out membership cards to all paid members in a timely manner
- Invoices business memberships and maintains list for website and directory

## General Job Information:

- Compensation of \$1500/month - \$2100/month, depending on experience; reimbursable items will be discussed at interview time
- The Executive Secretary of IQHA shall not use this position for personal gain and shall provide literature, directories, and printed materials provided by IQHA and AQHA to members and prospective members as requested
- IQHA membership is required
- Completing AQHA Show Manager Workshop is required
- The IQHA Board of Directors has the obligation and right to terminate employment if any illegal or unethical practices occur in this position
- There will be a mandatory 1-year probation period with quarterly reviews with the Board
- Eligible to be bonded

## PREFERRED SKILLS

- Computer skills in a variety of software (QuickBooks, word processing, spreadsheets, Google Drive)
- Excellent organization skills

## ADDITIONAL NOTES

- It is realized that all expectations of the Executive Secretary are not included in this job description and that the Board may make additional requests from time to time.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	7/2/19