



Executive Secretary/Treasurer Position: IPPS Eastern Region

The Executive Secretary/Treasurer is responsible for managing the affairs of the Eastern Region of the International Plant Propagators' Society (IPPS Eastern Region), a non-profit professional trade association. He/she is employed by the region's volunteer Board of Directors and serves as the primary point of contact. He/she oversees the board, membership issues, the finances of the region, general correspondence, communications and the planning of a four-day annual educational conference and other programs as necessary.

Position Responsibilities

Board of Directors

- Oversee Board of Directors, make arrangements for meetings, draft agendas, record minutes, collate board reports, and compensate members as needed.
- Communicate effectively with all Eastern Region officers, directors and committee chairs, providing assistance as needed.
- Serve as liaison between the Eastern Region IPPS office and the International IPPS office.

Membership

- Process membership applications and dues payments; invoice for dues renewals.
- Maintain a database file on all members.
- Oversee additional website based member database.

Financial

- Prepare annual and conference budget drafts (with input from Finance Committee), 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 the region's website and prepare a monthly electronic newsletter in order to promote the society's annual conference, report on other regional events and present pertinent research articles to the membership.
- Assist Publicity and Membership Committees in promoting Society awards, events and membership to varied publicity outlets and social media.
- Maintain IPPS equipment, contract for online remote back-up service of IPPS database and working files, maintain an email account for the region and serve as the primary telephone contact for the region.

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.
- Deposit all conference income, pay all conference expenses, prepare financial summary.

Professional Qualifications

- Familiarity and proficiency with routinely used computer programs: Microsoft Office Suite and QuickBooks.
- Strong organizational abilities including planning, delegating and task facilitation.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- High personal integrity; self-motivation.
- Familiarity with mass email marketing creation (i.e. Constant Contact).
- Social media familiarity.
- Website maintenance familiarity (no coding required).

Compensation

The Executive Secretary works as an independent contractor or employee for the International Plant Propagators' Society Eastern Region. The workload is approximately 1000 hours per year or half time and is heaviest when planning and hosting the Mid-Year Board Meeting (March) and the Annual Conference (September). The salary is \$40-45/hour, with a cap on the year's salary at \$45,000. Registration cost for the IPPS Eastern Region Annual Conference is paid, and travel expenses to the Mid-Year Board Meeting and the Annual Conference are paid upon presentation and approval to the IPPS ER President. Travel to both the Mid-Year Board Meeting and the Annual Conference are mandatory. A valid passport is required as the IPPS ER Region extends to Canada.

The available budget for this position is subject to change at the discretion of the International Plant Propagators Society-Eastern Region discretion, with 30 days' notice to the Executive Secretary.

To apply for this position please contact Elizabeth Dunham at ippeasternregion@gmail.com.