



New Mexico 4-H Rodeo

Executive Secretary



This is a request for application for Executive Secretary, this position will require year-around efforts in conjunction with the board of directors and the membership at large. Please read the following information carefully and signify your acceptance of requirements by signing this document.

The Secretarial position is a top-level position requiring a professional approach while ensuring the safety and competitive environment for all participants.

You report directly to the president and board constituents, a yearly “job performance” review will be performed in conjunction with a limited scope audit of the books in October of each year.

Secretary is responsible for carrying out the duties stated herein:

Organize, promote and track the rodeo results for all County and State 4-H Rodeos, State 4-H Rodeo Program financial statements, balance sheet and checking account.

- Distribute copies of financial documents to each board member, have extra copies on hand at each meeting and rodeo for general members to review upon request.
- Maintain a monthly profit and loss statement, reconciled with the balance sheet and check register.
- Maintain a balance sheet that reflects all checks listed in chronological order depicting date, amount, and type of payment/debit.
- All payments/debits must have a clear-legible receipt for purposes of proof
- The balance sheet should also include credits, such as deposits, cash or check payments not yet deposited.
- All cash payments should include a written receipt reflecting date, type of payment and author of such payment.
- Set forth a yearly budget that outlines the accrual cost associated with the overall plan. This would include, but not limited to, travel monies and scholarship expenses planned by the board for that year-end.
- All expenses in addition to the normal payout of each rodeo should be cleared by the president over \$250 threshold; he/she may appoint a board member to act upon his/her absence.

Secretarial Job Description (continued)

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- Minutes must be taken during each meeting depicting all issues, comments, and discussion followed by voting outcome. Be sure to copy all board members either by e-mail/mail or both to ensure notification. Produce and distribute the written minutes within one week following said meeting.

The Secretary works directly with the State 4-H Office to fulfill obligations set forth by the State of New Mexico 4-H Program.

- Ensure we meet all requirements pertaining to the obligations thereof
- Schedule and notify “in advance” the requirements set forth by the state.
- Provide information to the membership “well in advance” of all requirements such as entry deadlines and general information.
- Clearly list important deadline dates in announcements and notices at each rodeo.
- Ensure the State Finals Entries packets are properly submitted and points are calculated and audited.

By your signature, you hereby agree to abide by the rules governing New Mexico 4-H Rodeo and support the Board of Directors to ensure accurate information and financials are available at all times.

Name

Date