**Role:** Executive Assistant (Non-Voting)

**Selected By:** CONAHRO Board

**Reports To:** President and Senior Vice President

**Term:** November 2020 – November 2022

**Compensation:** Unpaid volunteer.  The Executive Assistant will have the opportunity to attend the annual conference in Colorado. Hotel, mileage and meals to be paid by CONAHRO on a reimbursable basis based on actual receipts submitted and hotel conference rate for lodging and IRS mileage reimbursement rate.

**Overview:** The Executive Assistant (EA) takes notes, including meeting notes during the board meeting minutes, committee meetings, submits those minutes for amendment or approval to the board of directors. The EA notifies the Outreach Coordinator to update the website, organizational records, including the bylaws, articles of incorporation and minutes of historical meetings.

**Volunteer Duties:**

**Board of Directors**

* Organize, schedule and manage all board meetings as scheduled by President
* Procure donated meeting space for conducting board meetings
* Send out electronic calendar for the board meetings to all the board members
* Maintain updates to the board of directors’ directory and circulate updates to the board of directors
* In collaboration with the outreach coordinator, ensure updates are maintained to the website as it pertains to administrative functions performed by the EA
* Prepares monthly meeting agenda in conjunction with the President and Senior Vice President
* Send out meeting invites of monthly meetings along with supporting documentation prior to the meeting i.e. the agenda, and the prior meetings minutes
* Take copious notes on topics of discussion during monthly board meeting
* Prepare meeting minutes and send to all board members for review prior to the board meeting
* Assists Treasurer with corrections and distributes financial statement to the Board of directors
* Track monthly board attendance during the meeting
* Provide supporting documentation for topics if requested

**Other Responsibilities**

* Assist Treasurer, President, Senior Vice President, Outreach Coordinator with the review of CONAHRO accounts payables, invoices and other dues that need to be processed for payment
* In conjunction with the outreach coordinator maintain updates to the website, membership forms, and other related documents
* Assists the conference planning committees and provides overview notes and report outs from sub committees, including attending conference planning committee meeting as necessary
* Assist conference chair the annual conference such as registration desk coverage, responding to attendee questions and serving as a liaison with the Board, Outreach Coordinator and committees as warranted
* Support CONAHRO’s standing committees with duties such as organize and attend orientation meetings for incoming vice presidents, goal setting and tracking those goals
* Flexibility to conduct board activities during work hours, off work hours as warranted by the business need
* Support Executive Board with creation and organizing ad hoc committees, including attending such meetings, if warranted

**Attendance Requirements**: All monthly board meetings must be attended, including annual conference