



## **JOB DESCRIPTION**

### **OVSGA ADMINISTRATOR/SECRETARY/TREASURER**

#### **Role**

Reporting directly to the Executive of the Ottawa Valley Seed Growers Association (OVSGA), the Administrator/Secretary/Treasurer is responsible for managing details of the Ottawa Valley Seed Growers Association.

#### **Responsibilities**

The OVSGA Administrator/Secretary/Treasurer is a part-time position working primarily from your home office in Eastern Ontario or Western Quebec. Participation in Board and Committee meetings, approximately 20 per year, is required.

The OVSGA Administrator/Secretary/Treasurer is responsible for:

- **Managing financial business of OVSGA**
  - Maintain current and thorough accounting records for all OVSGA business
  - Ensure all receivables and payables are accurate, processed and recorded
  - Oversee preparation of annual audited financial statements
  - Work with Executive to prepare annual proposed budgets
  - Present financial reports at Annual and Board meetings
  - Implement investments strategy as determined by Board
- **Coordinating OVSGA Executive, Director and member initiatives**
  - Serve as an Ex-Officio non-voting member of the Executive and other committees as required
  - Provide assistance to the President as required
  - Book venues and arrange catering for meetings
  - Together with meeting chair, prepare and distribute meeting agendas
  - Coordinate notification of meetings of directors and committee members
  - Record and distribute comprehensive minutes for each meeting
  - Receive and reply to correspondence for the Board
- **Coordinating other OVSGA Business**
  - Act as main point of contact for OVGSA
  - Maintain archives of OVSGA documentation
  - Order supplies, clothing, nametags, etc. as needed

- Together with committees, update official OVSGA documents and distribute as needed to the Board, including By-Law, Policies, trademark and SLP
  - Ensure OVSGA insurance policies are current and appropriate
  - Assist OVFS Coordinator to update and maintain web site
  - Coordinate OVSGA content on website and social media
- Providing support for Ottawa Valley Championship Seed, Feed and Forage Show
    - Provide support to the Seed Fair Committee as needed
    - Together with committee chairs arrange meetings and update the annual Seed Show Program
    - Prepare the Seed Show Program for printing, distribution and posting on the web site.
    - Communicate with facility, judges, local SCIA and County Seed Shows, etc.
    - Receive, record and tabulate Championship Show entries and results
    - Assist committee with awards presentations
    - Post results on the web site and share with local counties and the press
    - Distribute prize monies and award payments
    - Order supplies as needed
- Providing support for the annual Ottawa Valley Farm Show (OVFS)
    - Ensure all aspects of OVFS are fulfilled
    - Assist the OVFS Coordinator as required
    - Work with OVFS Coordinator to ensure exhibitors are contracted, and documents, payments and insurance are received by deadlines, and a workable floor plan is established
    - Receive and record all OVFS payments
    - Maintain archives with complete OVFS records including exhibitors, partners, contracts, programs, etc.
- Other duties as required

### **Remuneration**

OVSGA will provide an annual compensation with appropriate deductions payable the end of each month. Each spring, the OVSGA Administrator/Secretary/Treasurer will meet with the OVSGA Executive to review annual performance and remuneration.

Eligible expenses will include mileage to meetings. Further reimbursement is subject to approval by the Executive.