**PROGRAM**

The Irrigation Industry Association of British Columbia is a not for profit society that has been established to promote the interest and welfare of its members and the irrigation industry; establish and develop a means for the exchange of information and ideas with the industry; establish and promote guidelines, standards and specifications for the design and installation of irrigation systems; promote harmony and co-operation between members and others who are directly or indirectly engaged in the industry or other related industries; and to promote and encourage a public appreciation and interest in irrigation and water management.

**PURPOSE OF THE POSITION**

The principle function of this position is to deliver the IIABC’s administrative support services. The purpose of this position is to promote the development of the IIABC’s programs with respect to improved water management. Key duties of the position include:

1. Managing the IIABC office
2. Managing the IIABC Certification Programs and Training Courses
3. Facilitating the IIABC’s Annual General Meeting, Convention & Tradeshow
4. Working with the IIABC Book keeper to deposit payments and submit invoices
5. Providing support to the IIABC Board of Directors and Certification Board

**NATURE OF WORK AND POSITION LINKS**

The position reports directly to the President of the IIABC, but also takes direction from the Certification Board Chair. The incumbent makes independent judgments in the day to day operation of the IIABC and is responsible for the quality of work and products that the IIABC offers to members and clients. The incumbent is expected to operate with limited supervision and direction and is required to have a strong understanding of the irrigation industry and water management in general and their application to the business of the IIABC.

**SPECIFIC ACCOUNTABILITIES/ DELIVERABLES**

Duties will include:

1. **Manage the IIABC Office by:**

 20% General Office administration

- Responding to emails and phone calls to the IIABC;

* Redirecting technical queries to members of the IIABC as necessary;
* Processing requests for manuals and standards that are for sale on the society’s website;
* Preparing and submitting reports to the Registrar of Societies as required;
* Managing temporary staff as necessary;
* Preparing up to three newsletters per year and circulating to the membership;
* Ordering office materials and supplies;
* Maintain stock of the society’s publications and;
* Preparing brochures and other extension material on behalf of the society.

Society Membership and Certifications

 15% - Accepting and processing applications for membership into the society;

* Sending out membership and certification renewal invoices annually;
* Following up on late payments;
* Reconciling company memberships and certified employees;
* Preparing an annual roster of membership listings.

IIABC website: [www.irrigationbc.com](http://www.irrigationbc.com)

 5% - Posting new material and removing old material from the IIABC website;

* Keeping membership lists, Certified Technicians listings and Certified Designers listings on the website up to date;
* Posting new training courses, information on the AGM and other business of the IIABC on the website in a timely manner;
* Ensuring that the online ordering of publications, online membership dues payments and on-line registration for the IIABC training courses are up to date and functional.
1. **Manage the IIABC Certification Programs and Training Courses by:**

Certification Program

 15% - Tracking certified members by keeping the database on the website up to date.

* Implementing new certifications as requested by the Certification Board and ensuring that certification program rules are understood by members and clients;
* Implementing new programs and preparing documentation to support the society’s certification programs as requested by the Certification Board;
* Ensuring Certified Irrigation Contractors have met all conditions to be acknowledged as such;
* Preparing certificates for all certification programs, ordering certification seals for all certified designers and ensuring signatures are obtained from new Certified Designers before the seal is released;
* Processing applications to the IIABC Certification Programs.
* Maintaining a file system for all certified individuals in the society;
* Mark the certified irrigation technician examinations;
* Prepare certification certificates for persons that are members of the IIABC and have past their examination;
* Sending out exam results to persons writing a society examination; and
* Ensuring that the Certification Board is aware of previous decisions made by the Board and that all protocols with respect to certification programs are followed.

IIABC Training Courses

 10% - Coordinating training courses throughout the year with local government partners or other agencies;

* Prepare budgets for each training course in cooperation with local government or agency partners;
* Order materials and equipment required for the training programs;
* Organize instructors, hotel facilities and packages for trainees for each course;
* Prepare materials for the examinations held at certified technician training courses; and
* Prepare certificates of training for course attendees;
1. **Facilitate the IIABC’s Annual General Meeting, Convention and Trade Show by:**

20% - Investigating hotel options, costs and requirements for the Society’s AGM;

* Enter into a contractual agreement with the hotel for the AGM functions;
* Develop an agenda for the business meeting at the AGM;
* Prepare a package of membership and financial information to give out at the AGM;
* Working with the Board of Directors and the Certification Board develop a training program for the AGM / Convention;
* Develop a seminar on a topic of interest by partnering with other organizations;
* Establish a budget and assign costs to all functions held at the AGM;
* Organize a trade show for members and non-members; and
* Collect all fees and pay all disbursements related to the AGM.
1. **Working with the IIABC Book keeper to deposit payments and submit invoices by:**

 10% - Provide information on accounts receivable to the book keeper so it can be posted into the Society’s Simply Accounting software;

* Tracking expenses and providing the book keeper with pertinent information as requested;
* Conducting the society’s banking requirements as instructed by the book keeper.
* Issuing invoices to clients for services rendered;
* Tracking revenue and expenditures for training courses, the convention and other activities;
* Working with the society’s treasurer, prepare financial statements for the Board of Directors and the Annual General Meeting;
* Keeping the Certification Board apprised of the society’s certified membership and the financial status of the certification program; and
* Working with the book keeper to manage the societies budget.
1. **Providing support to the IIABC Board of Directors and Certification Board by:**

 5% - With Direction of the IIABC President prepare and circulate an agenda and organize Board of Director meetings;

* Taking Board of Director meeting minutes, circulating to directors and following up on action items;
* Ensuring that the Board of Directors follows the rules and guidelines established for the society;
* Assisting the Board on the continued task of establishing protocols for election to the Board and ensuring that the correct process for the election of officers is followed;
* Ensuring that new directors are given information for their role on the Board of Directors;
* Implementing programs and action items agreed to by the Board of Directors; and
* Keeping the Board of Directors apprised of the society’s financial status by preparing a statement of expenses and receivables;
* Assisting the Certification Board on the continued task of establishing protocols for election to the Board and ensuring that the correct process for the election of members is followed;
* With Direction of the Certification Board Chair, prepare and circulate an agenda and organize Certification Board meetings; and
* Taking Certification Board minutes, circulating to directors and following up on action items.

**FINANCIAL RESPONSIBILTY**

While the position does not have official signing authority for expenditure, the position does conduct all of the society’s banking needs and works with the society’s book keeper, accountant and Treasurer to conduct all financial affairs for the society.

 **DIRECT SUPERVISION**

Throughout the year it may be necessary to hire additional help to conduct the society’s business, especially leading up to and during the AGM & Convention. This position may be required to provide supervision for temporary staff and support provided by society members during these time periods.

**KNOWLEDGE, EDUCATION AND EXPERIENCE**

Graduate from high school, with knowledge in accounting systems and business management. Familiarization on web sites and web site management is required.

Training in water management issues, while not a requirement, would be considered an asset.

At least two years experience in office procedures, accounting systems and website management is required.

**SKILLS AND ABILITIES**

A high level of skills and ability will be required in the areas of written and verbal communication and facilitation.

Specific skills and abilities are required in the following:

1. *report writing* - ability to prepare minutes, newsletters and reports for the IIABC membership;
2. *verbal communication* - able to clearly and concisely convey concepts with respect to the society’s goals and objectives and business in an effective manner;
3. *people skills* – treat members, local governments and clients with respect;
4. *self motivation* - able to determine needs and appropriate actions and ‘get on with the job’;
5. *setting priorities* - able to perform, monitor, coordinate and manage multiple tasks;
6. *creativity* - ability to transform concepts into products that contribute to the society’s objectives;
7. *strategic planning -* working with the Board of Directors and the Certification Board develop a long term vision for the society;

**TOOLS AND EQUIPMENT**

Must have a driver’s licence and be able to proficiently use computer software including web software, email, word and excel.