

Irrigation Industry Association of BC

Executive Administrator Job Description 2015



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 lead on and 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:

- Managing the IIABC office
- Managing membership dues and registrations
- Providing accounting services to the Society
- Managing the IIABC website found at www.irrigationbc.com
- Providing support to the IIABC Board of Directors
- Organizing & facilitating the IIABC's Annual General Meeting, Convention & Tradeshow
- Providing support to the IIABC Certification Board
- Managing the IIABC Certification Programs
- Facilitating IIABC training courses

NATURE OF WORK AND POSITION LINKS

The position reports directly to the President of the IIABC, but can take 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% - 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 an assistant and any temporary staff as necessary;
 - Preparing three newsletters per year and circulating to the membership;
 - Ordering office materials and supplies;
 - Maintain stock of the society's publications;
 - Maintain the storage locker for the society's materials; and

Irrigation Industry Association of BC

Executive Administrator Job Description 2015



- Preparing brochures and other extension material on behalf of the society.
2. Facilitate the IIABC's Annual General Meeting & Convention 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;
 - Developing an agenda for the business meeting at the AGM;
 - Preparing 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 and any social events;
 - Working with the Board of Directors, develop a seminar on a topic of interest by partnering with other organizations;
 - Establishing a budget and assign costs to all functions held at the AGM;
 - Organizing a trade show for members and non-members; and
 - Collecting all fees and pay all disbursements related to the AGM.
 - Developing Convention & tradeshow promotional material.
 - Overseeing Nominations and Election of Directors and By-law voting process
 - Organizing all training courses & certification exams taking place during the Convention
 - Must attend the IIABC's AGM Convention & Tradeshow to oversee all activities
3. Manage Membership by:
- 15% - Accepting and processing applications for membership into the society;
 - Sending out membership renewal invoices annually;
 - Following up on late payments and outstanding invoices;
 - Reconciling company memberships and certified employees;
 - Preparing an annual roster of membership listings; and
 - Keeping the on line database of members up to date.
4. Manage the IIABC Certification Program by:
- 15% - Managing the IIABC Certification Programs and tracking certified members by keeping the database on the website up to date.
 - Implementing new certifications 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;
 - 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 officers is followed;
 - 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

Irrigation Industry Association of BC

Executive Administrator Job Description 2015



- 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.
5. Facilitate IIABC training courses by:
- 10% - Coordinating training courses throughout the year with local government partners or other agencies;
 - Preparing budgets for each training course in cooperation with local government or agency partners;
 - Ordering materials and equipment required for the training programs;
 - Organizing instructors, hotel facilities and packages for trainees for each course;
 - Preparing materials for the examinations held at certified technician training courses; and
 - Preparing certificates of training for course attendees;
 - Attending courses to manage registration desk
6. Providing accounting services to the Society by:
- 10% - Accepting all accounts receivable and posting the information into the Society's Simply Accounting software;
 - Tracking all expenses and posting information into Simply Accounting;
 - Conducting all of the society's banking requirements;
 - Issuing invoices to clients for services rendered;
 - Tracking revenue and expenditures on projects initiated by the IIABC such as the scheduling calculator, new training course development etc.;
 - Preparing cheques, obtaining IIABC signatures and mailing as appropriate;
 - 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
 - Managing the Society's budget.
7. Managing the IIABC website by:
- 5% - Posting new material and removing old material from the IIABC website;
 - Keeping membership lists as well as the Certified Technicians 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.
8. Providing support to the IIABC Directors and Certification Program 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

Irrigation Industry Association of BC

Executive Administrator Job Description 2015



- Keeping the Board of Directors apprised of the society's financial status by preparing a statement of expenses and receivables;
- 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 RESPONSIBILITY

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 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 all of the society's business, especially leading up to and during the AGM & Convention. This position may supervise up to three additional staff, either under contract or as society employees.

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. Some experience in event planning would be an asset.

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 & database 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:

- *report writing* - ability to prepare minutes, newsletters and reports for the IIABC membership;
- *verbal communication* - able to clearly and concisely convey concepts with respect to the society's goals and objectives and business in an effective manner;
- *people skills* – treat members, local governments and clients with respect;
- *self motivation* - able to determine needs and appropriate actions and 'get on with the job';
- *setting priorities* - able to perform, monitor, coordinate and manage multiple tasks;
- *creativity* - ability to transform concepts into products that contribute to the society's objectives;
- *strategic planning* - working with the Board of Directors and the Certification Board to 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 Sage Simply Accounting, Email, Word and Excel. Adobe software proficiency would be an asset.