

**JOB DESCRIPTION
FOR EXECUTIVE SECRETARY
AMERICAN SOUTHDOWN BREEDERS' ASSOCIATION**

According to Article II of the Constitution and By-laws, the purpose of the American Southdown Breeders' Association consists of collecting, verifying, preserving and publishing information of the history, management, and pedigrees of purebred Southdown sheep, under such conditions as may be approved by the Association.

The Executive Secretary is hired by the ASBA Board of Directors and may or may not be a member of the Association. This person serves at the discretion of the Board of Directors. It is advantageous to have an understanding of agriculture, the sheep industry as a whole, and specifically purebred Southdown sheep. This person must have typing/keyboarding skills, knowledge of Microsoft Office, specifically Access, bookkeeping and recordkeeping skills, and an ability to work with the public. The high-volume registration and transfer work occurs during the months of April through August.

The Executive Secretary is responsible for the following.

- Recording and filing all documents establishing honesty and integrity for the pedigrees and ownership of Southdown sheep submitted to the association office. These documents include but are not limited to maintaining records of and producing registration papers, transfers, certificates of service, AI, semen, and embryo transfer information. Pedigrees and papers are generated and maintained through a computer program.
- Maintaining current and accurate membership and contact records for adult and junior members for registration eligibility, junior program eligibility, directory listings, and communication.
- Recording the transactions of the meetings of the Association and the Board of Directors and performing the tasks necessary for timely and satisfactory completion of the business of the Association.

The Executive Secretary shall

- a. Attend and take minutes of the informal, annual, reorganizational, and summer meetings of the Board of Directors.
 - b. Disperse minutes of the meetings to the Board of Directors for approval.
 - c. Keep minutes of the meetings on file.
- Accounting for and reporting itemized transactions of moneys received and paid out by the Association to the Board of Directors on a quarterly basis and to the board and membership at the end of the fiscal period during the annual meeting.

The Executive Secretary shall

- a. Manage the office within the guidelines of the annual budget established by the Board.
 - b. Keep accurate accounts of all transactional charges and payments by members for dues, documents and services, advertising, entry fees, etc.
 - c. Make payments for salaries, office expenses, awards and premiums, junior activities.
 - d. File all necessary documents and fees required by the IRS, Unemployment Commissions, etc.
- Organizing and assisting with the Stars of Louisville Sale, national sales, national shows, the Pot O' Gold Futurity, North American International Livestock Exposition, and the Southdown Junior Coordinator.
 - Communicating and promoting Southdowns through The Southdown Journal, magazine articles, the website, educational and promotional materials, and other forms of media and social networking.
 - Performing other duties as determined by the Board of Directors.