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**Mississippi School Nutrition Association
Job Description
Executive Secretary**

Basic Function: Serves as the Central Officer, responsible to the Executive Board for the effective conduct of the affairs of the Mississippi School Nutrition Association (MSNA). Recommends and participates in Board formulation of MSNA mission, goals, objectives, and related policies. Within that framework plans, organizes, coordinates programs and activities of MSNA toward achieving its goals.

Job Classification: Part-time

Contract Length: To be discussed

Base Salary: \$24,624

Reports to: MSNA President and Executive Board

Specific Responsibilities	Item	Duties
General Job Functions		
1.0. Establishes and maintains the headquarters office through effective managerial and leadership abilities.	1.1	Maintains a physical address within the State of Mississippi for all correspondence and telephone number with voicemail from 8:30 AM to 5:00 PM Monday through Friday. Minimal response rate shall be no more than 24 hours.
	1.2	Maintains the MSNA e-mail address for incoming correspondence. Maintains website with current MSNA information.
	1.3	Disseminates outgoing correspondence following approval by President.
	1.4	Keeps the President and Executive Board aware of monthly activities to include but not limited to, special contacts/needs of members, potential members, the SNA, any significant development in the operation of the MSNA office, the status of special projects and any other items which may appear of interest to MSNA or the Executive Secretary in support of the goals of the MSNA.

	1.5	Provides all Executive Board members with a yearly calendar of due dates, Newsletter deadlines and meeting dates at the Leadership Conference and the first board meeting for the new Association year. Modifies the calendar as changes or additions occur.
	1.6	Prepares the agendas for all meetings with the assistance of the President and President-Elect. Emails the agendas and meeting reminders to the Executive Board, Industry Advisory Board, Steering Committee and others as directed by the Executive Committee.
	1.7	Provides reports on membership/certification, correspondence, and annual conference information, as requested by the President or appropriate Executive Board Committee Chairman.
	1.8	Uses MSNA storage facility for records and publications of the Association. Maintains: files of material including Official Meeting and Executive Board meetings, all official materials distributed to the general membership and record of current list of membership; permanent archives of the MSNA including Articles of Incorporation. Furnish upon request.
	1.9	With the guidance of the President-Elect/Conference Chairman, makes changes to the Steering Committee handbook, and make copies of the new handbook with the President's logo, which will be distributed at the January Steering Committee meeting.
	1.10	Obtains bonds on behalf of the MSNA as required for officers with fiduciary responsibility.
	1.11	Acts as consultant to the Executive Board without vote.
	1.12	Demonstrates a good work ethic as evidenced by good attendance.
Membership and Certification		
2.0. Maintains an effective program of membership development and services including certification	2.1	Coordinates membership program with SNA as evidenced by prompt and accurate membership processing.

	2.2	Provides membership lists and/or labels by district and category upon request of Executive Board members and committee chairmen for Association business only. Maintains a list of sustaining members.
	2.3	Coordinates membership promotion and retention program with Chairman of Membership Committee as evidenced by membership, which meets goals.
	2.4	Researches and recommends membership services to Executive Board for approval.
	2.5	Provides to each chapter the list of members and expiration dates when requested.
	2.6	Maintains computerized information on membership and certification with information available through SNA.
Financial Management		
3.0 Manages the finances of MSNA including the preparation and monitoring of the annual budget and long-range forecast of needs.	3.1	Assists Treasurer and Budget Committee in monitoring budget, as well as preparing and disseminating monthly budget and financial reports which reflect status of income and expenditures as evidenced by receipt of reports.
	3.2	Forecasts revenues and expense needs of MSNA.
	3.3	Executes contracts, leases and commitments as authorized by the Executive Board or established policies.
	3.4	Stores computerized financial reports, as provided by the Treasurer. Work with CPA to complete the filing of Form 990. Collect and maintain original financial records for 7 years plus current year.
	3.5	Is one of the authorized signatures for all bank and financial accounts.
	3.6	Assists in soliciting contributions and maintain a list of sustaining members on behalf of the Association.
	3.7	Assists in soliciting contributions to sponsor MSNA functions.

	3.8	Is knowledgeable of Quickbooks and online banking features.
	3.9	Transfers payments from Paypal and maintains a list of payments received with appropriate account numbers.
	3.10	Receives SNA direct deposit of membership dues and maintain listing provided by SNA.
	3.11	Ensures prompt payment of the MSNA credit card monthly.
	3.12	Receives revenue and deposits on a timely basis. Maintains a listing of depositors with appropriate account numbers.
Legal Integrity		
4.0. Ensures the legal integrity of the Association and Foundation	4.1	Maintains charter and incorporation in accordance with state requirements as evidenced by incorporation papers.
	4.2	Maintains Association and Foundation in accordance with federal and state tax laws as evidenced by timely submission reports.
Executive Board		
5.0. Knowledgeable of the MSNA Board structure and maintains good working relationship with the board members	5.1	Is familiar with all MSNA Board positions in order to assist the Board Members with work as directed by the President.
	5.2	Attends all Executive Board meetings and attends committee meetings as requested by the President.
	5.3	Acts as liaison between State and National Association when necessary.
Conferences and Events		
6.0. Coordinates annual conference of the Association and other meetings and seminars approved by the Executive Board.	6.1	Coordinates an effective annual conference in accordance with written conference procedures as evidenced by MSNA Handbook, a member evaluation and cost-effective management.
	6.2	Reviews and recommends conference sites for approval by Executive Board.

	6.3	Coordinates the sales of conference exhibit(s) as evidenced by achieving financial and educational goals.
	6.4	Controls convention budget and arrangements as evidenced by achievement of goals.
	6.5	Coordinates the planning and administration of all meetings and seminars in accordance with procedures.
	6.6	Submits time and site schedule to Executive Board for approval. Reserves the sites three four years in advance.
	6.7	Attends and participates in all meetings and seminars sponsored and/or co-sponsored by MSNA.
	6.8	Acts as the official Association representative in communicating with Convention and Tourist Bureaus.
	6.9	Assists the Association in solicitations from the vendors. Prepare Exhibit Packet under direction of Exhibit Conference Chair to include but not limited to: Invitation to Exhibit, Vendor Agreement, List of Conference Attendees Form, Exhibit Booth Layout, Sponsorship of Events and Tentative Program.
	6.10	Reviews all conference contracts prior to presidential signature and to be an authorized signature.
	6.11	Assists in preparing the Conference Budget and furnish required records for audits.
	6.12	Assists Conference Chairman and Treasurer in coordinating payment of all conference accounts.
	6.13	Completes all other duties as outlined in the Steering Committee Handbook.
	6.14	Except for Annual Conference, the Executive Secretary will select at the President and President-Elect's direction, the site and date for all Association meetings and conferences, take care of speakers and their needs, make arrangements for breaks and luncheons, and work closely with hotel representatives for all amenities possible. Be responsible for all registration for meetings and conferences, except for annual conference which will be coordinated with the President and Registration Committee.

Professional Publications		
7.0. Prepares and disseminates the MSNA <i>Magnolia Petals</i> publication	7.1	Prepares and secures price quotations for printing and submits in accordance with the budget as approved by the Executive Board.
	7.2	Assists in soliciting revenue and advertisements for the professional publications.
	7.3	Serves as Newsletter Editor with the obtaining and composing of articles as needed and edit for printing on a timely basis. Presents a copy to the President for approval prior to publishing.

Miscellaneous
It is required that the executive secretary be an active member of SNA/MSNA or be willing to join upon appointment. Additionally, he or she will need to provide his or her own office equipment.