



THE AMERICAN SHROPSHIRE JOB POSTING REGISTRY ASSOCIATION INC.

Job Title: Executive Secretary / Treasurer

Organization: American Shropshire Registry Association

Location: Home / Remote

Employment Type: Full-Time / Contractual

About the American Shropshire Association:

This is a nationwide organization that serves Shropshire breeders across the country. Shropshires were first imported in 1855 into the United States and in 1884 the American Shropshire Registry was founded. Over the last few decades, Shropshires have evolved into a very modern and productive breed, perfect for families with youth projects. Today the Shropshire breed has continued to establish itself as a respected leader in the sheep industry.

Job Summary:

The Executive Secretary / Treasurer of the American Shropshire Registry Association will be responsible for managing the association's day-to-day administrative functions, supporting the board of directors, and ensuring smooth communication with members and stakeholders.

Key Responsibilities:

- Maintain and update association records, including membership directories.
- Coordinate and record minutes for board/association meetings.
- Manage correspondence, including emails, physical mail, and phone inquiries.
- Oversee financial transactions such as invoicing, bill payments, and budget tracking.
- Organize and facilitate association events and meetings.
- Prepare reports and assist in strategic planning initiatives.
- Communicate with members regarding updates, events, and dues.
- Ensure compliance with association bylaws and regulations.

Qualifications:

- Proven experience in administrative roles, preferably in nonprofit or association management.
- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency in [list specific tools, e.g., Microsoft Office, financial software, or association management software].
- Familiarity with the Shropshire breed or livestock industry is a plus.

Compensation:

Compensation will be dependent on experience and comparable to other Sheep Breed Association executive secretary/treasurer positions.

How to Apply:

Interested candidates should submit their resume, application, and a cover letter detailing their experience and suitability for the position by January 20, 2025 to the American Shropshire Breed Association board president Billy Bryant. (6838 Bryant Rd. Fredericktown, Ohio 43019 / bbryant4@hotmail.com) If you have any questions feel free to contact Billy Bryant at 740-398-2053.

*An individual applicant or a livestock registry management company must follow the application process.

Please direct any questions to the ASRA Secretary Search Committee:

Rick Adams 815-228-2903 radams1976@hotmail.com

Bill Bryant 740-398-2053 bbryant4@hotmail.com

Jared Poynter 815-276-2200 silver4x4@hotmail.com

Rick Whiting 937-685-2603 Rick.Whiting@cascorp.com

Ashley Fuss 240-405-9383 afuss95@gmail.com

Mark McCabe 740-360-1103 mamccabe51@hotmail.com

Carol Slutz 815-751-9237 bcjdslutz@gmail.com

Application:

Name:

Address:

Email:

Phone Number:

1. What experience do you have with the livestock industry?
2. How would you execute being an organizational leader?
3. What experience do you have with financial management?
4. How do you see your role in event coordination?
5. How do you see your role in membership engagement?
6. What professional experience do you have in a similar role?
7. How would you promote the Shropshire Breed?

8. Why would you be the best candidate for the American Shropshire Association Executive Secretary position?

Job Description:

ASRA JOB DESCRIPTION FOR EXECUTIVE SECRETARY-TREASURER

(updated 11/25/24)

Good computer skills are necessary for the position. The American Shropshire Registry will provide an adequate computer with internet services and a compatible printer to be used for the Shropshire business. Computer abilities – Microsoft WORD, EXCEL, and ACCESS are a must. Also email app and Facebook, etc capabilities. A good laptop, all-in-one printer scanner fax, document storage, and work areas are needed. There is a Pitney Bowes postal meter on lease. It is suggested to have a separate dedicated room in your home.

This position is divided into 4 separate areas:

Executive/ Administrative

1. Arrange Board meetings, provide minutes, arrange meeting sites, and plan the agenda. Keep records of all correspondence.

2. Keep a current record of all active members. Member records (for the mailing list) are on a separate Access database. Active members are paid within the last 3 years. Supply current active list and mailing label pdf to Rinda Maddox for EACH issue

3. Implement any new programs at the request of the Board of Directors.

4. Current project areas are:

-Help coordinate DNA sampling for Dwarf gene at AAJS/NAILE. 2025 begins the penalty phase of the program.

-Shropshire Starter Flock coordination

-Shropshire Royalty coordination

-Keep track of ByLaws. Redistricting due soon (every 6 years)

-Shropshire Scholarship applications and awards

-Junior Activities

-Shropshire Futurity

-National Show Judge Selection

-Shropshire Hall of Fame

-Shropshire Voice

5. Keep track of committees, director terms
6. Supply a copy of the Shropshire Judging Guide (produced 2022) to all judges of major shows or any other as per member request. Suggest Board members assemble a list of major shows in their districts and provide judges' names & contact information
7. Must be able to provide bonding and subject to a Background check (at American Shropshire Association's expense)
8. Responsible for Financial accounts: Accounts Payable/Receivable, general ledger, and having an audit done annually with financial reports for the Board and the membership. Use accounting software (Quickbooks) to keep track. The use of Excel spreadsheets is expected as a backup. Reconcile Bank statements monthly and also PayPal deposits and credit card payments. The audit is actually just a financial statement by the accountant.

An internal audit by Board members is encouraged. A federal 990 return must be filed by May 15 each year (Nov 15 extension) Form 941 Payroll tax must be filed within 30 days of the end of each quarter. The secretary should incorporate in state of residence in order to open bank accounts.
9. A bi-monthly email with a financial update to all board members throughout the year is expected.

Promotion

1. Promote, promote, promote! The executive secretary must be available for prospective new breeders and able to answer questions about the breed and direct the new breeder to members who will be able to help them in their area. Utilization of social media is a must! Posting of photos and info of class winners/champions on the Shropshire Facebook page for National Sale, AAJS and 2 NAILE shows are expected. The website should be utilized and kept up to date. ASRA owns 3 display cases, 1 in use. These are to be taken to events along with promo material.
2. The executive secretary is to provide information for new breeders and put together promotional material as requested. They also send materials and welcome correspondence to each new member.
3. Attendance is required at the All-American Junior Show, NAILE, as well as the National Show and Sale each year. AAJS requires a breed representative to check in Shropshire registration, proofread classes and results, and coordinate the Shropshire show ring. The secretary is to gather class sponsorships to help pay for Shropshire awards. NAILE requires similar duties as AAJS. (Arrange show ring help. Attend the planning meetings for NAILE (online). Order all NAILE awards.)

4. The secretary is responsible for breed notes in the BANNER or other publications. The secretary works with Rinda Maddox on the production of The Voice and the website and can meet deadlines. The secretary is the editor of The Voice. It is suggested that Board members be responsible for getting an electronic official set of results from State Fairs within 14 days. An up-to-date mailing list and/or labels for each issue should be provided. Each issue is to include the secretary's notes, president's notes, updates on programs, meeting minutes of board or general membership, show and sale results, junior highlights, breeder index, calendar, and other newsworthy information. Billing advertisers and collecting payments is also a job duty.

5. The secretary is to work with Amanda Rull on the Shropshire website www.shropshires.org

Clerical/Registrations

1. Currently the position includes the production of Shropshire registrations and ownership transfers.

2. Maintenance of ACCESS database is the responsibility of the secretary. ASRA has the right to use the program that is owned by the Continental Dorset Club. The secretary works with CDC database manager for maintenance and updates. A hard copy file of registration applications, ram leases is kept. Production of registration papers should occur in a timely manner and following up with breeders to solve discrepancies on applications is required. A written registration and transfer logbook should be kept.

3. It is the responsibility of the secretary to lead the ewe lamb futurity and order all awards. All scrapie tag numbers are seen and recorded at live sales and viewed in photos for online sales. The secretary should bill and collect nomination fees for online sales and some live sales. The exhibitor point forms are to be gathered and placings and points should be recorded. The standings should be posted on the website. A combination of Excel/Access is being used to keep futurity records. It is expected to provide a method for Final calculations at NAILE and work with the futurity committee to update rules and solve issues.

4. Office hours are to be established and approved by the Board. Historically office hours have been set for 18 hours per week. Registration/promotion season requires 25 - 30 hours per week. This encompasses administrative, promotional, and clerical activities

5. Phone calls must be returned in a timely manner. There must be a separate phone line and answering machine. (Internet is paid by the Shropshire Association.)

Youth Support

1. Collaboration with the Junior Advisor to coordinate Junior activities that take place at National events is expected. (NAILE, AAJS).

It is the responsibility of the secretary to keep track of the Junior Association finances and make purchases/payments as necessary.