



## Executive Secretary-Treasurer Position: IPPS Eastern Region

The Executive Secretary-Treasurer (EST) is responsible for managing the affairs of the IPPS Eastern Region, a non-profit professional trade association. The IPPS Eastern Region is one of seven IPPS regions around the world. The EST is employed by the Region's volunteer Board of Directors and serves as the primary point of contact. He/she oversees the board, membership, the finances of the Region, general correspondence, communications, and other programs, as necessary.

## Position Responsibilities

### Board of Directors

- Oversee the Board of Directors, make arrangements for both in-person and Zoom meetings, draft agendas, record minutes, collate board reports, and compensate members as needed.
- Communicate effectively with all Eastern Region officers, directors, and committee chairs, proactively providing support as needed to ensure that tasks are completed and deadlines are met.
- Serve as liaison between the Eastern Region IPPS office and the International IPPS office.

### Membership

- Work with the International IPPS office regarding the website-based member database.
- Monitor membership applications made through the IPPS website.
- Monitor dues payments paid through the IPPS website. Process and record payments sent to the IPPSER office.
- Provide membership data to the Membership Committee as needed.

### Financial

- Prepare annual and conference budget drafts (with input from Finance Committee), submit payroll reports, federal and state taxes on time (with input from certified accountant), and prepare routine financial reports.
- Manage, reconcile, and maintain accurate records for all service-related accounts (i.e., Constant Contact, Zoom, QuickBooks, Stripe, etc.).
- Sign all contracts, agreements and other instruments entered into on behalf of the Region.
- Be responsible for fiscal management that anticipates operating within the approved budget and maintenance of the organization in a positive financial position.

## Communications

- Update the Region's WordPress website (no coding required).
- Prepare a monthly electronic newsletter to promote the Region's annual conference, report on other Regional events and present pertinent research articles to the membership.
- Assist Publicity and Membership Committees in promoting Regional awards, events and membership to varied publicity outlets and social media.
- Ensure the IPPS database and working files are backed up.
- Maintain an email account for the Region and serve as the primary phone contact for the Region. Professional communication etiquette with a commitment to quick responses is expected.

## Annual Conference

- Function as the primary liaison with the Region's Conference Management Company and the Local Site Committee to assist in Annual Conference planning.

## Professional Qualifications

- Familiarity and proficiency with routinely used computer programs: Microsoft Office Suite and QuickBooks.
- Strong organizational abilities including planning, delegating, and task facilitation.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- High personal integrity; self-motivation.
- Familiarity with mass email marketing creation (i.e., Constant Contact).
- Social media familiarity.
- Website maintenance familiarity (no coding required).

## Compensation

The Executive Secretary-Treasurer works as an independent contractor for the IPPS Eastern Region. The workload is approximately 500 hours per year or an estimated 10 hours per week. The salary is \$40/hour, with a cap on the year's salary at \$20,000. Registration cost for the IPPS Eastern Region Annual Conference is paid, and travel expenses to the Mid-Year Board Meeting (two days) and the Annual Conference (5 days) are paid upon presentation and approval to the IPPS ER President. Travel to both the Mid-Year Board Meeting and the Annual Conference are expected. A valid passport is required as the IPPS Eastern Region extends to Canada.

This is an immediate opening. Applications will be reviewed as received. Interested individuals should send a resume/CV and a brief cover letter outlining their interest to IPPS Eastern Region President Steve Foltz at [ippser.specialcommittee@gmail.com](mailto:ippser.specialcommittee@gmail.com)