IOWA STATE POLICE ASSOCIATION

Position Title:     SECRETARY-TREASURER

Basic Functions:

                            The SECRETARY-TREASURER, is responsible for the control of all the business and affairs of the Association.  He/she plans for and administrates a service to the
membership of this Association, in the accordance with the stated purpose in the By-laws and Constitution of this Association.

Supervisor:

The Board of Directors of the Iowa State Police Association, via the President of this Association.

Position Responsibilities:

1. To record and to transcribe the minutes of all Board meetings of the Association, and also the Board meetings of Rabiner Treatment Center.
2. To send copy to the appropriate Board members of both boards.

1. To perform management, administrative and clerical services for the Association in connection with:
	1. The Association "Iowa Police Journal" publication/e-newsletter
	2. The Association membership files, both hard card and computer.
	3. General clerical and administrative requirements.
	4. Is responsible for entering into contracts on behalf of the Association subject to the Board policies.
2. Is responsible for directing all financial operations for the Association.  To keep and maintain daily, monthly, quarterly, and yearly records of the Association finances.
	1. A yearly Audit is conducted by an outside Auditing firm.
	2. To pay any Local, State, and Federal withholding from payroll.
	3. To invest the money of the Association, under the direction of the Board of Directors.
3. Is the principal manager, and is responsible for the general supervision and control of all the business and affairs of the Association at its yearly conference.
	1. To periodically assist with other State and regional Associations in meetings and Lobby ventures.
	2. To serve as Liaison Officer when necessary between the Board and Lobbyist.
	3. To serve in the capacity of public relations for the Board via the delegates.
4. Is responsible in maintaining, updating, and monitoring the Iowa State Police Association Website and Social Media Sites.

Salary:

                         (A)  1st Year Salary: $14,000 (Training with Current Secretary/Treasurer)

                         (B)  2nd Year Salary: $24,000

                         (C)  3rd Year Salary: $24,000

                         (D)  Potential of receiving Bonuses

Hours:

                         As demanded by the job.

Qualifications for position of Secretary/Treasurer for the Iowa State Police Association:

                        1.  Member of the Iowa State Police Association

                        2.  Business Management and/ or Accounting experience

                        3.  Investment and Finance knowledge

                        4.  Office and Computer skills

                        5.  Ability to be Bonded

                        6.  Good People Skills

                        7.  Ability and Availability to do the job

                        8.  Knowledge of using Social Media and Websites

Job Description:

1. Represent the Board of Directors at various business functions.
2. Attend various meetings of membership organizations throughout the state and country.
3. Facilitate membership needs and requests.
4. Maintain and renew yearly ISPA sponsorship contracts.
5. Responsible for the contents of the Iowa State Police Association E-newsletter, Website, and Social Media.
6. Direct and oversee all fundraising activities.
7. Responsible for planning of annual membership conference in October each year.
8. Design and administer membership benefit programs.
9. Perform all other managerial duties customary to an administrator of an organization.
10. Handle all investments of the Association.
11. Prepare all records for yearly audit in August at the end of fiscal year.
12. Prepare all payroll and filing of federal and state forms every quarter.
13. Keep accurate address changes of members for card files, computer records and for the Iowa State Police Association.
14. Record and pay in a timely fashion all death benefits to deceased members beneficiary.
15. Email weekly Legislative reports to ISPA members and maintain legislative picks spreadsheet for the executive board during the Legislative session.
16. Will be required to attend the yearly Mid-States Conference, and shall have the option of attending either the NAPO National Conference or the NAPO Pension and Benefits Conference (limited to one per year).