

Lambton Federation of Agriculture
Job Description: Secretary-Treasurer

Purpose:

To assist and respond to the directions of the Board of Directors of the Lambton Federation of Agriculture (LFA) and to its Presidents and Committees.

Responsibilities:

Treasurer:

1. Completes, in an accurate and timely manner, all of the banking transactions of the LFA including receivables and payables as directed by the Board of Directors and the President.
2. Provides accurate, updated financial information to the Board of Directors and the Executive Committee as required. This includes monthly financial and budget statements, and assistance to the Board in the preparation of the annual financial statements and budget.
3. The Secretary-Treasurer has signing authority as delegated by the Board of Directors and meets the requirements for bonding as determined by the designated financial institution.

Secretary:

Provides secretarial/clerical services to the Board of Directors as required. Secretarial/clerical services include, but are not limited to:

1. Recording, preparing and distributing minutes of meetings within 10 days of meeting and meeting notices 7 days prior to next meeting;
2. Receiving, recording and reporting on all correspondence received and sent on behalf of the Board of Directors, Presidents and committees of the Board;
3. Provide secretarial duties for the Lambton Agricultural Hall of Fame; includes the above services as well as ensuring plaques and awards are updated yearly;
4. Preparing items of correspondence, such as letters, memoranda, briefs and reports, for distribution as directed by the President and Board of Directors;
5. Maintaining the LFA website with current and accurate information and events;
6. Prepare and submit a monthly report for Blackburn Radio in Chatham;
7. Organize, advertise and execute special events as specified by the Board of Directors, Presidents and committees of the Board;
8. Ensuring communication between the Board of Directors, its Presidents and Committees.