



Job Title:	Secretary		
Department/Group:	Rodeo Board / PSRA		
Location:	Home / Rodeos	Travel Required:	Travel will be required at times
Level/Salary Range:	\$1,000.00 per month during rodeo months, \$500.00 on slow months. November, December, January, and February.		
HR Contact:	PSRA Rodeo Board	Date Posted:	August - 2021
Will Train Applicant(s):	Yes		
Applications Accepted By:			
EMAIL: comeplayatpsra@gmail.com Subject Line: Application for PSRA Secretary		MAIL: PSRA Office Attn: Angela Bowden 6250 W. Becky Dr., Meridian, ID 83646-5332	
Job Description			

ROLE AND RESPONSIBILITIES

- Process Memberships per check, money order, cash, or electronic application transactions. The secretary will initiate the set-up of credit card processing and the association will pay for set-up fees for credit card operations in the future if needed.
- Keep ongoing spreadsheet of income and expenses and provide receipts for all expenses / purchases.
- Attend meetings for the board in person, through computer program, or on the phone.
 1. Take minutes from each board meeting.
 2. email prior minutes and agenda to all board members prior to board meetings.
 2. Present financial spread sheets for each board meeting (to be sent by email prior to the meeting)
- Post upcoming rodeos on the website and Social Media Pages such as Facebook, etc.
- Maintain the website with pictures and interesting facts.
- Maintain points and times from rodeos and post to the website in a timely manner.
- Take care of all paperwork regarding the rodeo association such as non-profit statute, 501-3C filing and any other paperwork necessary. Secretary will not be expected to do legal work.
- Create a rapport with the associations Accountant and make sure the annual books, audits, and filing of taxes are completed.
- Make changes to the rulebook when necessary.
- Complete necessary banking functions – keep deposit slips for books.
- Take on the liaison position with Rodeo News magazine to update all upcoming rodeos, points, etc. and write articles when necessary. All information for the magazine is due at the first part of each month.
- Handle all mailing of the association’s correspondence including, checks that were not picked up at rodeos, membership cards, etc. (Make membership cards and laminate them).
- Must have a dedicated phone (PSRA will provided one) and will also need a fax (e-fax is fine) and use of a computer and printer.
- You will be expected to answer the phone 24 hours a day or if you are unable to answer you will be expected to return phone calls and respond to voice mail as soon as possible.

- Help to coordinate with each rodeo secretary and committee.
 1. Provide each rodeo Secretary with information on the way the checks are split, we have booklets you can mail out or provide to each secretary at the rodeo in person.
 2. Double check the numbers for payouts to make sure the checks have the right splits on the final checks after the package is received from the rodeo secretary. Checks must go out immediately after you receive them. You will only have two weeks or less from the time of receiving the package to post results on the Internet and for the magazine.
- Field all memberships emails and texts and make sure they are answered in a timely manner and provide all information to the membership as needed.
- Must be present at the Rodeo Finals each year to help coordinate all finals activities and to sign checks. You will be paid extra if you take on the secretary responsibilities at finals as well. You will be paid for gas and hotel/motel if needed.
- Must invoice for buckle sponsors, missing money, rodeo fees unpaid, etc. and will be expected to collect all missing monies unpaid from rodeo committees or otherwise.
- Must be pleasant and non-confrontational in all communications in a manner that is expected from the PSRA Rodeo.
- Expected to take on all necessary duties that the PSRA feels are necessary to support the association.

QUALIFICATIONS AND PREFERRED SKILLS

Accounting, Social Media site, and Website skills, Ability to make, maintain and understand Excel spreadsheets, ability to make a word document, pdf as well as power point and publisher, must have knowledge to create a jpg or png image, multi-tasking, thorough record keeping, ability to work with all sorts of people of varied opinions and not much knowledge of computers. Must have knowledge of money applications such as Venmo, PayPal, Cash App, etc.