

Taber Exhibition Association - Office Manager

Resumes are to be sent to: taberagplex@telus.net

Position Summary: Serves as the central operational and administrative lead for the Taber Exhibition Association. This role acts as the primary point of contact for the twelve Board Directors, community partners, and facility users. In close partnership with the Facility Manager, the Office Manager directs day-to-day business operations, financial governance, regulatory compliance, and community relations.

Note: This is a general overview; specific duties may evolve at the discretion of the Board of Directors.

1. Executive Board Governance & Administration

- **Board Liaison:** Act as the primary point of contact and intermediary between the Board of Directors, facility users, renters, and the Facility Manager to streamline communications.
- **Meeting Administration:** Prepare administrative packages and documentation for the Annual General Meeting (AGM). Attend monthly board meetings (typically the third Wednesday of each month, 6:00 PM – 8:30 PM) and record official meeting minutes.
- **Governance Review:** Perform ongoing reviews of organizational policies and bylaws, presenting strategic recommendations directly to the Board.
- **Budget Oversight:** Oversee and coordinate with internal board committees/sub-groups hosting organization-sponsored events; track and review their budgets and operational plans to ensure alignment with Association guidelines.
- **Sub-Group Compliance:** Monitor and manage sub-groups operating under the Association's insurance policy, ensuring strict compliance and reporting back to the Board before and after all events. It is imperative that official motions are documented.

2. Financial Management & Bookkeeping

- **Core Accounting:** Manage accounts receivable (A/R) and accounts payable (A/P) duties.
- **Reconciliations & Reporting:** Execute monthly bookkeeping reconciliations, adjust year-end ledger entries, and review all finance-related contracts.
- **Treasury Logistics:** Facilitate regular bank deposits, pick up physical mail and secure lock-box contents, and execute cash pickups/float management.
- **Event Financials:** Provide on-site presence during major events to manage high-volume cash operations, safe deposits, and secure financial oversight.

3. Regulatory Compliance & Government Relations

- **AGLC Compliance:** Oversee all Alberta Gaming, Liquor (AGLC) functions, including the coordination, execution, and auditing of Casino events, Raffles, and Liquor Licensing/Orders (requires active ProServe certification).
- **Municipal & Provincial Relations:** Maintain and manage core organizational relationships with the Town of Taber and the M.D. of Taber. Coordinate directly with representatives from the Government of Alberta (e.g., Monika Warring), A.A.A.S., Animal Traceability/Livestock Market License or Biosecurity.
- **Agricultural & Livestock Licensing:** Ensure compliance with provincial agricultural regulations, managing mandatory filings for Animal Traceability, Livestock Market Licensing, and Biosecurity standards.
- **Annual Filings & Corporate Returns:** Manage annual Worker's Compensation Board (WCB) filings. Complete and submit the annual Government of Alberta Grant Filing and Society Annual Return by the strict deadlines.

- **Insurance & Liability:** Maintain corporate insurance folders; review contracts and coordinate annually with the Town of Taber on mandatory insurance paperwork and certificates.

4. Facility Operations & Contract Management

- **Contractual Oversight:** Manage and enforce vendor contracts, specifically the arena's Concession Agreement, Janitorial Services Agreement, and Facility Manager Agreement. Reviewing and approving janitorial supply orders.
- **Operational Partnership:** Work collaboratively alongside the Facility Manager to ensure total synchronization between administrative offices and hands-on facility/grounds maintenance.
- **Emergency Availability:** Maintain 24/7 on-call availability via forwarded phone systems to respond to urgent matters or operational emergencies.
- **Vendor Logistics:** Coordinate with secondary facility vendors, such as scheduled scheduling with the ATM vendor to ensure machine replenishment prior to major public events.

5. Event Booking & Client Relations

- **Calendar & Booking Management:** Supervise the comprehensive arena calendar, handle event intake bookings, and provide guided facility tours to prospective clients.
- **Tenant Logistics:** Coordinate incoming and outgoing schedules for long-term or short-term facility renters.
- **User Group Coordination:** Act as the direct administrative liaison for major user groups and rodeo associations (e.g., Alberta High School Rodeo Association)
- **Sponsorship & Donor Relations:** Lead outreach and ongoing relationship management with corporate sponsors and community donors.

6. Communications & Marketing

- **Digital Presence:** Actively manage and update the organization's public website and official social media platforms.
- **Inbound Correspondence:** Serve as the central clearinghouse for inbound corporate emails and public inquiries.
- **Documentation:** Review, update, and standardize all physical and digital operational forms.

7. Health, Safety & Certifications

- **First Aid:** Maintain a valid, up-to-date First Aid certification.
- **Safety Inspections:** Execute monthly safety checks on the facility's Automated External Defibrillator (AED) and submit digital verification forms.