The position of NDPOA Executive Secretary is currently open. The incumbent will also serve as secretary/treasurer of NDPOA, and secretary of the North Dakota Peace Officers Foundation. This is a part-time, non-benefited position. Please submit letters of interest to NDPOA President John Klug by **March 9, 2020**.

John Klug, President

[john.klug@minotnd.org](mailto:john.klug@minotnd.org)

**JOB DESCRIPTION**

SECRETARY

The Secretary shall correctly record the minutes of all meetings of the Executive Board and of the Association. He/she shall keep a complete roster of all members and their mailing addresses. He/she shall attend to all necessary correspondence of the Association and shall file and keep for references all communication received from any source by the Association and shall otherwise perform all duties usually performed by secretaries of like organizations.

TREASURER

The treasurer shall receive all dues and shall receive all other funds of the Association and shall oversee all funds, securities, receipts, and disbursements of the Association. He/she shall deposit all funds to the credit of the Association in such bank, trust company, or other depository as the Executive Board may designate, and shall disburse the same by such means and in such manner as the Executive Board shall direct. He/she shall take proper vouchers for all monies deposited and render such statements of account and keep such books as the Executive Board shall direct. The Treasurer shall pay no bills unless they are properly authorized as directed by the Executive Board, and he/she shall render a report and accounting for receipts and disbursements of the financial status of the Association at the annual conference.

In the event of the death or resignation of the person holding the position of Treasurer, the Executive Board of the Association will immediately direct an audit of the financial records of the Association.

EXECUTIVE SECRETARY

The Executive Secretary shall perform such duties as are assigned to him/her by the Executive Board and may perform the duties of the secretary and/or treasurer at the direction of the Executive Board. He/she shall always assist the President in the administration and execution of the duties of the president. He/she shall attend all meetings of the Executive Board and of the governing board of each Group, unless for good cause he/she is unable to do so. He/she shall keep himself/herself informed always of the activities of the Association and of each Group and shall strive for the development of the most favorable public image as possible for the Association and its respective Groups.

SECRETARY OF THE NORTH DAKOTA PEACE OFFICERS FOUNDATION

He/she will provide all duties provided for in the constitution and bi-laws and other duties as assigned by the board.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge

1. Knowledge of common business accounting practices.
2. Knowledge of business filing requirements.
3. Knowledge of computer-based business programs- Quicken, Microsoft Office Suite
4. Knowledge of common business correspondence practices.
5. Knowledge of electronic payment systems.
6. Knowledge of legislative lobbying practices. – Filing and reporting procedures.
7. Knowledge of North Dakota Peace Officers Association Constitution and Bylaws.

Skills

1. Skills in organizing and overseeing conferences and activities.
2. Skills in public relation activities to include public speaking.
3. Skills in developing and implementing fund raising strategies.
4. Skills in Web Based applications. - website

Abilities

1. Ability to effectively and efficiently operate computer programs.
2. Ability to receive, record, tabulate, deposit and reconcile financial transactions.
3. Ability to manage complex spread sheets.
4. Ability to operate and manage web site programs.
5. Ability to travel to meeting sites across the state during weekdays.
6. Ability to attend the August NDPOA conference in totality.

 This is an Annual contract position which will be reviewed for renewal or cancellation, every January:

1. Salary is dependent upon qualifications/experience and may be adjusted within one year of hire as position work duties are finalized.
2. He/she will receive mileage expenses which will be reimbursed at current years GSA rate.
3. He/she will be reimbursed for voucher approved expenses only.