

Job Title:	Northwest Chapter Secretary		
Salary:	\$500/month All supplies needed to perform job paid by ACTRA, including phone and internet.	Travel Required:	To Northwest qualifier(s), finals, and face to face meetings
Resumes Due By: November 15, 2022			
EMAIL: nwactra@actra.org Subject Line: Northwest Secretary Position		MAIL: Northwest ACTRA PO Box 190540 Boise, ID 83719	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Be knowledgeable of all ACTRA rules. • Reports to Chapter President, under the direction of the Chapter Board of Directors. • Is accountable for reports, information, and updates to the ACTRA National Secretary. • Enter and record all membership applications and results into the centralized database. • Work with the National Secretary to ensure all the number changes are recorded and updated. • Prepare information for Chapter meetings and keep minutes at the meetings. • Provide financial reports to the Chapter Board monthly. • Provide financial reports to the National Office quarterly. • Help the Board of Directors determine finances available for the Chapter Finals. • Reconcile and record Chapter Finals income/loss statements. • Keep the Chapter in compliance with your state and federal tax returns. • Prepare 1099 spreadsheet from the Chapter Finals & get to National Secretary no later than December 1st. • Keep your Chapter pages on the National website current and updates at least monthly. • Work closely with National Secretary to maintain accurate and current accounting monthly. • All reports and payments are due to the National Office by 15th of each month <p>All Chapters have their own front-end data base. This means the forms and queries that manage the data entered for is in the back end of the data base. Using this technology, we are all working on the same membership table. The membership table is where the information regarding the individual member is located. Each year a new front end is developed, and the data is changed so make sure you are going into the correct year</p> <p>PREFERRED SKILLS</p> <p>Knowledge and experience working team ropings. Experience working in QuickBooks and Roping Assistant. Self-directed but can also work as a team with others and be able to communicate effectively. Be able to multi-task.</p>			