

# Ohio Farm Bureau Federation

## Job Description

  X   Exempt

       Non-Exempt

Date Written   July 2014  

<b>Job Title:</b>	<b>Senior Executive Assistant and Assistant Secretary to the Board of Trustees</b>
<b>Person in Position:</b>	
<b>Reports To:</b>	<b>Executive Vice President and Secretary</b>
<b>Department:</b>	<b>Organization</b>
<b>Pay Band:</b>	<b>6</b>
<b>Company Vehicle:</b>	<b>No</b>

**POSITION SUMMARY:** To assist the Executive Vice President in the conduct of the business of his office, as outlined in Article VIII, Section 2(b) of the Amended Code of Regulations, and perform the duties of Assistant Secretary to the Board of Trustees. The Senior Executive Assistant and Assistant Secretary to the Board of Trustees is a senior officer with critical responsibilities including: communications liaison between the Board of Directors, management, political contacts and external vendors. Further to relieve the Executive Vice President of various administrative details, coordinate and maintain effective office procedures and efficient work flow and assist in implementing policies and procedures established by the employer.

### **Primary Duties:**

1. Supports the Board of Directors in execution of its fiduciary responsibilities, including corporate governance reviews, meeting reporting and other regulatory requirements, and providing information on best practices.
  - Act as Recording Secretary to the Board of Directors. Responsible for the coordination of board, committee and executive meetings, including: Preparation of agendas for board meetings; Preparation of Executive Committee meeting material; Preparation of letters/correspondence to board of trustees; Preparation of pre-board and committee packages (prepare for internet retrieval); Preparation of final board and committee packages; Manage Board action items.
  - Coordinates Board and Board Committee calendar, preparation of briefing materials in conjunction with the executive management team, and documentation of meetings including drafting minutes and related follow up.
  - Assures that important corporate records, including various board and committee charters and policy manuals, are prepared and retained in accordance with applicable law and sound business practices.
  - Maintains corporate calendar for a wide range of corporate activities.
  - Manages correspondence for Executive Vice President's Office and Board of Trustees.
  - Maintain discretion and confidentiality in relationships with board members.

- Provide material and assistance for annual Board Procedural Audit.
  - Coordinates and completes the Board Orientation Manual.
  - Maintain record of individual board expenses and authorize board expense accounts for payment.
  - Coordinate recognition for outgoing board members.
  - Responsible for updating all correspondence listings for current and past board members, committee members, etc.
  - Provide technical support related to web-based reports and information, as needed, to board/committee members.
  - Assistance with special committees of the Board of Trustees
2. Responsible for the coordination of travel arrangements, expense reporting, dictation/correspondence and miscellaneous/special projects for the Executive Vice President and President of the Board
  3. Directly supervises the receptionist, including but not limited to, her training, development, and workload distribution.
  4. Must take initiative, analyze many factors and use independent judgment to make informed decisions with frequent access to confidential and sensitive information.

#### **MINIMUM EDUCATIONAL EXPERIENCE QUALIFICATIONS**

- Equivalent to college degree
- Five to eight years progressively responsible administrative support experience
- Experience in interfacing with Executive Management and Board of Directors
- Experience with meeting planning, special events and travel arrangements

#### **MINIMUM SKILL QUALIFICATIONS**

- Strong technology skills in various computer programs and mobile devices
- Above average organizational skills, attention to detail, able to prioritize and multi task
- Effective and excellent communicator both verbal and written
- Demonstrated ability to achieve demanding goals and meet deadlines in a fast paced environment

#### **PREFERRED QUALIFICATIONS**

- Bachelors degree in a related field
- Ten years of experience supporting C-Level Executives
- Comfortable with change, ambiguity, and multiple competing demands
- Forward looking thinker who actively seeks opportunities and proposes solutions
- Travel as required including nights and weekends

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Employee Signature

\_\_\_\_\_  
Date

The employee's signature indicates that the description has been reviewed with the employee and that employee is aware of duties for which employee is responsible. Management has the right to change or add duties at any time.

07/14  
RR/sg