The Executive Secretary is responsible for providing administrative support to the American Society of Mining and Reclamation (Society), coordinating annual meeting support and outreach activities, maintaining membership and meeting databases, maintaining financials and budgets, coordinating election processes according to the Society by-laws, and conducting routine Society business. The Executive Secretary is granted discretionary authority to complete the Society business according to the requirements of this position description. All actions must comply with the current objectives, directives, financial obligations and policies set forth by the Society’s National Executive Committee (NEC), comprised of the president and committee delegates, and in the Society’s by-laws.

This position also serves as the primary contact for the Society and requires suitable office facilities and access to a computer, Internet, phone, and fax machine. Basic skills required of the Executive Secretary include: familiarity with Society activities and by-laws, good written and verbal skills, and computer competency (including basic programs such as Microsoft Word, Excel and Access). As an employee of the Society, the executive secretary must inform the Society President of all potential activities (including any costs associated with those activities) and update the NEC bimonthly of Society activities and financial status. The Executive Secretary is required to maintain active membership in the Society.

Compensation for the services provided by the Executive Secretary will be established by the NEC. The Executive Secretary position shall be contracted for a three-year period. The Executive Secretary may serve under additional three-year contracts based on NEC review and approval. The NEC has the privilege and responsibility of reviewing the performance of the Executive Secretary annually, or for cause, to determine if duties and responsibilities are being performed in an acceptable manner.

**Administrative support to the Society:**
- assist the NEC and Society members in matters relating to administration of the Society
- conduct daily business including the purchasing of necessary office materials (any single materials or computer programs exceeding $500 should be approved by the NEC)
- monitor current Society projects or initiatives
- maintain records (digital and hard copies) of correspondence among all Society associated committees and NEC interactions with the Executive Secretary, and current Society projects or initiatives
- maintain copies of the minutes (digital and hard copies) for each bimonthly conference call as well as NEC board meetings conducted during the Society Annual Meeting
- maintain legal documents associated with administrative, financial, and legal activities and other Society documents (digital and hard copies)
- make all records electronically available to the NEC at any point in time
- perform other administrative support duties as requested by the NEC

Outreach activities:
- promote the vision, mission and advancement of the Society
- provide technical information, contacts, or other resources related to mining and/or reclamation in the United States to current members and non-members upon request
- answer inquiries received on behalf of the Society in a timely manner
- inform members of upcoming regional, national and international meetings associated with mining and/or reclamation
- maintain a professional and functional Society webpage to update career opportunities, national meeting information and weblinks, technical divisions and committee members, election results, and other relevant Society information including the Society mission statement and historical information. With the concurrence of the NEC, periodically update the webpage for content and format to current IT best technology standards. The Executive Secretary should have experience or become familiar with webpage software. The webpage may include a section for IALR unless there is no longer a need to support IALR on the webpage.
- write and distribute the Society Newsletter at least twice quarterly via email (or hard copy for select members as necessary) to all active members and maintain the current newsletter on the webpage
- distribute other information of interest to active members (per input from the NEC)
- assist the editor and publisher with publication of Reclamation Matters
- maintain mailing of the magazine Reclamation Matters to active members
- develop strategies with the NEC that encourage community organizations, government agencies, environmental groups, and industry to access the Society on reclamation science issues
- perform other outreach duties as requested by the NEC

Annual meeting support activities:
- provide a review of National Meeting Guidelines with each meeting planning committee, develop any annual modifications to these guidelines, and adhere as closely as possible to those guidelines. The National Meeting Guidelines form the framework for annual meeting planning but may be modified during annual meeting preparations in order to address unique scenarios, achieve flexibility and meet objectives
- review and sign all legal documents pertaining to the national meeting planning in a timely manner
- sign hotel contracts for the annual Society meeting that financially obligate the Society
- send call for papers (electronically) to all members and identified organizations and post information on webpage
- oversee the publication phase of the meeting: receive abstracts and draft papers, disseminate draft papers to Technical Division (TD) chairs for peer review (3 reviews), determine relevance and novelty of paper for publication by the Society based on peer reviews, edit paper format, and compile the final papers onto a CD, and produce required electronic copies of the Proceedings
- receive conference registrations and compile a current Access database for each meeting. Distribute to the meeting planning committee at least one month prior to the meeting commencement
- provide support to meeting planning committee concerning meeting finances including tracking income and expenses
- maintain registration and accounts for the annual Society meeting
- obtain plaques for award winners and post results on the webpage
- set up and maintain Society booth at the annual meetings for purposes of recruiting new members and disseminate Society information to meeting attendees
- perform other duties as requested by the NEC and meeting planning committee

_Databases:_
- maintain a current, easy to use Access database accessible by the NEC members and annual meeting planning committee consisting of active members and meeting registrants
- maintain comprehensive databases consisting of “separate files” (membership and meeting registration) and updated frequently to insure correct spelling and other “query” information
- maintain the Society membership database to include information required for mailing lists, subscriptions, and the annual directory. The Executive Secretary will prepare and distribute the annual Society membership directory

_Accounting and Financial:_
- maintain the Society financial structure to insure annual income and expenses are in balance to maintain long term financial viability of the Society
- act on behalf of the Society to maintain bank accounts and investments
- Executive Secretary has discretionary authority for allocated administrative services and may be directed by the NEC to distribute funds for special administrative projects or services
- quarterly financial report should be provided to the NEC including information on available funds in checking accounts and a summary of expenditures or disposition of funds since last report. A complete annual financial summary and budget shall be presented to the NEC at the annual NEC meeting (normally at the time of the Annual Meeting)
- allocation of money received during each annual meeting is reviewed and approved by the NEC prior to moving any funds into investment accounts or for expenditures
- all account information and balances shall be available for NEC review
- conduct a professional audit of society funds every 5 years
- maintain a non-profit 501-3C status and be knowledgeable of and comply with all IRS requirements
- have competency in accounting software (e.g. Quicken or similar) to maintain all Society financial records
- administer all monetary grants in a manner required by the grantor and administer all scholarship and award funds according to administrative guidelines and Society by-laws
- submit, as scheduled, the payments and forms required by local, state and federal agencies regarding taxes and business licenses
- perform other accounting and financial duties as requested by the NEC

Election processes:
- prepare ballots for elections, and following review and approval by the NEC, submit to the Society membership for voting
- report election results to the Society via email, the webpage, and include in the newsletter
- conduct elections according to Society by-laws
- coordinate selection and nomination of candidates for NEC office with the nomination committee (comprised of past president and the two outgoing NEC committee members)
- perform other election duties as requested by the NEC