



Canadian Pro Rodeo Sport Medicine Society - Executive Liaison

REPORTING RELATIONSHIP

This position is responsible to and reports directly to the Board of Directors.

FUNCTION

The Executive Liaison of the Canadian Pro Rodeo Sport Medicine Society is responsible for handling the administration of the Sport Medicine Team.

KEY ROLES AND RESPONSIBILITIES

1. Board of Directors
 - o Maintain Board of Directors contact information. Update information and send it to the Society Secretary to file with the Alberta Corporate Registry.
 - o Serve as a member of the Executive Committee.
 - o Organize the Board of Director meetings, take the meeting minutes and submit signed approved minutes to the Society Secretary for filing.
 - o Organize the Annual General meeting that includes creating and distributing the agenda, managing the election of Directors, committee reports, and meeting minutes.
 - o Ensure compliance with the Society by-laws.
2. Membership
 - o Receive membership applications, dues and keep record of member information.
 - o Receive member invoices, answer any questions regarding invoices and pay in a timely fashion.
 - o Ensure members receive the necessary information especially any changes in policies and procedures regarding their membership.
 - o Identify communication barriers within our membership and assist the Board in solving such issues.
3. Finances
 - o Work closely with the Executive Director on budget planning, implementation and maintenance.
 - o Coordinate and lead the annual financial review process. Liaise with the Society's accountants to clarify and resolve any issues identified and to create the final financial reports.
 - o Ensure compliance with the Society's financial policies and procedures.

- o Ensure the Society has appropriate commercial liability insurance and vehicle insurance and maintain the approved driver list.
 - o Manage the Society's bank account and keep accurate up-to-date records for accounts payable and accounts receivable.
4. Contracts and Scheduling
- o Distribute information about the team and its attendance at events, provide contracts as well as invoice the organizer.
 - o Key communicator, along with the Executive Director, with the organizers.
 - o Work with the Executive Director and Service Committee to create an annual event schedule.
 - o Provide schedule and scheduling procedures to members.

PROFESSIONAL REQUIREMENTS:

1. Knowledge and understanding of the rodeo and bull riding community.
2. Excellent administrative skills, information management, organizational skills and time management.
3. Self-motivated to work independently without supervision.
4. Detail oriented with a high level of analytical, problem solving and communication skills, including relationship building and interpersonal skills.
5. Equipped to work remotely, internet capability, including with Zoom
6. Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.
7. Transparent and high integrity leadership
8. Experience with a charitable or non-profit organization
9. A postsecondary degree or diploma and experience in a similar role.

COMPENSATION

This is a part-time position (10-15hrs/week)

Compensation will be dependent on experience.