**MHA SECRETARY/TREASURER**

(Approved June 2025)

JOB SUMMARY:

The MHA Secretary/Treasurer is responsive to and provides service for all members of the Missouri Hereford Association (MHA). The incumbent directly serves the MHA Board of Directors and works closely with and assists the elected President of the MHA in conducting the business of the Association. The incumbent is responsible for the financial records of the Association, the Association files, records of business meetings, policies and procedures, and maintenance of the Association’s membership roll. The incumbent, under MHA Board direction, is directly responsible for scheduling and planning for association functions including but not limited to director’s meetings and annual banquet.

ESSENTIAL FUNCTIONS:

1. Maintains files and records of the Association.
2. Records and deposits funds received by the Association, disburses funds for Association expenses, maintains financial records, and prepares written financial reports for the director’s meetings and other occasions when directed.
3. Prepares for an annual audit of Association funds.
4. Attends Board of Directors meetings, assists in preparation of the agenda, prepares minutes of director’s meetings and either prepares or assists in the preparation and distribution of other correspondence.
5. Prepares and distributes the annual/biannual Membership Directory.
6. Develops and maintains the Association’s mailing list, including directors, members, advertisers, Opportunity sale catalog distribution, etc.
7. Deals directly with the public, association members and personnel of other beef cattle organizations.
8. Attends meetings and conferences at the request of the MHA Board of Directors to provide representation, to provide information and to provide feedback to the Board of Directors.

DUTIES AND RESPONSIBLITIES:

1. Preparation and distribution of the minutes of the Board of Directors meetings within (10) ten days of the meeting.
2. Preparation and distribution of the Membership Directory within (120) one hundred and twenty days following the auctioning space in the Directory.
3. Scheduling and supervision of details of the MHA Annual Banquet.
4. Assist sale management with the annual Missouri Opportunity Sale. The incumbent will work closely with the chairperson of the sale committee in this regard. Including, but not limited to:
	1. Make reservations/arrangements at sale location
	2. Work with sale manager to coordinate the proper collection/transfer of funds in a timely fashion
	3. Work with sale manager to assure all registrations are transferred to new owners after settlement has been made
5. Will prepare the financial records for an annual audit by directors appointed for this purpose.
6. Will prepare an annual summary of duties performed for the Association. This annual summary of work performed for the Association will serve as a basic document for an annual performance evaluation by directors appointed for that purpose.
7. Perform such other duties as may be assigned.
8. Typical functions to be attended by MHA Secretary/Treasurer
	1. Missouri Cattlemen’s Assoc. Convention and Annual Meeting
	2. Ozark Empire Fair Booth
	3. Mo State Fair Hereford Show – Present for the entire breeding stock show and steer show
	4. Ozark Fall Farm Fest
	5. MO Opportunity Sale/Annual Meeting/Banquet – First full weekend in November

QUALIFICATIONS, SKILLS, AND ABILITIES

1. Ability and willingness to deal with the public, the membership, and the association’s elected directors.
2. Strong oral and written communication skills are essential.
3. A working knowledge of business English.
4. Must be well organized and possess or have access to excellent secretarial skills.

EDUCATION AND EXPERIENCE

1. A high school diploma or educational equivalent thereto.
2. 3-5 years’ experience with raising, marketing (including public relations), or showing beef cattle.
3. Several years of experience or demonstrated proficiency in clerical (typing or computer) skills or proof that the incumbent has access to those skills.