

## **KTFMC Administrator Job Description:**

The KTFMC Administrator will be responsible for, but not limited to the following:

- **Social Media**
  - Maintaining all KTFMC social media platforms (Facebook, Twitter, Instagram, etc.)
    - Listing of upcoming events
      - Reminders of events
    - Posting of pictures from KTFMC events
    - Retweeting pertinent information regarding the KTFMC, as well as other information within the horse industry
  - Grow the KTFMC social media presence
    - Make people want to visit our website to learn more about who we are and what we do; websites are becoming a thing of the past
- **Meetings**
  - Make reservations for upcoming board and membership meetings
  - Send out reminders to the board and members about said meetings in a timely manner
  - Set up with Chelsea an online reservation for meetings
  - Create an RSVP list for membership meetings
    - Call venue and caterer to confirm the amount of people that will be in attendance
      - Should there be some confusion as to price, food, numbers, etc. refer to president, who will then enact the board
    - Print off name tags for people that will be in attendance
      - Board of Directors have a mighty badge
        - Mighty badges will need new inserts yearly to match the new board
      - Bring blank name tags for walk-ins and others without a name tag
  - Arrive early at membership meetings to stage for sign in and any additional setting up that may be needed
    - A moneybox and card square should be brought to all meetings should someone like to pay for something
      - Check with Linda regarding this
    - Provide welcoming and friendly service to members and guests
  - Responsible for being present at all KTFMC board and membership meetings
    - This will ensure that you are always aware of KTFMC ongoing
- **Events**
  - Confer with event committee chairs to determine the date, time and location of events
    - Using this information, create announcements and reminders for these events
  - Set up with Chelsea an online reservation for events

- Relay information gained from online reservations to committee chairs
    - Create registration lists that can be used to sign members and guests in at KTFMC events
  - Make oneself available for assistance should the chair and committee need help with the upcoming event
    - If needed, serve as a liaison between event chair and event location
  - Arrive at events before their start to help with set up and signing in of patrons
    - A moneybox and card square should be brought to all events should someone like to pay for something there
      - Check with Linda regarding this
    - Provide welcoming and friendly service to members and guests
- **Newsletters**
  - Create quarterly newsletters regarding any past, present, or future information regarding the KTFMC
- **Office**
  - Maintain a neat and organized office space
  - Office hours are to be held several hours through each week
    - During these hours, one is expected to be in the office held by the KTFMC
      - Hours can also be spent working from home
        - Said hours should be kept in a journal and reported to Linda Serafini
    - Hours spent in the office are to be determined upon agreement of the board of directors and administrator
      - Time away from office hours must be approved by the president or overall board of directors
  - On days in which office hours are held, it is expected that the KTFMC mailbox (physical and online) be checked and responded to
    - Checks/money sent to the KTFMC must be reported and transferred to Linda Serrafini
  - Should you need any additional office supplies, we do hold an Office Depot purchasing card
    - All purchases must be approved by Linda Serafini or acting President
- **Phone and Computer**
  - To aid you in prompt response to all things pertaining to KTFMC, a phone and computer is provided
    - These are to be used to respond and answer to all emails, calls, voicemails, etc. in a timely manner
    - These are for the explicit use of KTFMC
      - Please do not store any personal information on the computer or personal hard drive provided
    - Print off and bring to meeting a hard copy of all new member applications for approval

- Print off and bring to each board meeting, the minutes from the previous meeting
  - Create and maintain contact information for all officers and board members
    - Aid acting president in the relay of information to board members
- **Directory**
  - Maintain the current directory format
  - Update the most current directory format with new members, subtraction of members who haven't paid dues, changes needed, etc.
    - Send out quarterly reminders to pay dues and submit any changes that need to be made to directory
  - Mail and email contracts for ads placed in the directory
    - Do this in a timely manner, that will allow sufficient time for companies to make decisions and return contracts
    - Follow up with companies who have not yet responded to hardcopy and email notices
      - You may use the directory committee to aid you in this process
    - Create a binder that will hold contracts for the upcoming year
      - A spreadsheet may aid you in keeping track of who has responded, who has paid, what size and format, etc.
  - Source or put together the directory in the cheapest/best fashion possible
    - All financial decisions should be directed to Linda or acting President
  - Upon completion of proof, gather directory committee to make any final changes before sending off for printing
  - Once the directories are shipped, set up a time in which board members can help with unloading
  - Set up with the acting president, a meeting in which members can pick up directories while there
  - All remaining directories should be delivered by board members personally or shipped
- **Clothing**
  - Set up a relationship with a local clothing retailer for KTFMC gear

Failure to comply with the above will result in the termination of your job. At the end of the year the administrator committee will gather to review your performance. At such time, the future of your employment may also be decided. Should you decide to end your employment with the KTFMC, a two weeks notice is required.