

Arizona Farm Bureau Federation
Executive Secretary and Chief Administrative Officer
Position Description
November 2017

Function: Serve as the Chief Administrative Officer to staff, and Executive Secretary to the Arizona Farm Bureau Federation. Manage the staff and coordinate volunteer leaders in a positive and aggressive program to implement Arizona Farm Bureau policy.

Authority: Within approved budgets, recruit, employ, manage, supervise, and terminate personnel for Arizona Farm Bureau Federation. Approve expenditures within the approved budgets established by the Board of Directors. Sign corporate documents. Provide administrative coordination between the Arizona Farm Bureau Federation and all affiliated companies. Perform other duties relating to custody of corporate documents and customary to the office of Executive Secretary as provided by the bylaws. Manage resources to accomplish organizational policy and goals. Directors and Executive Assistant shall report directly to this position.

Responsibility: The Executive Secretary must recognize the value of regular communications between the President, Board of Directors, staff, and membership. Develop systems that encourage a smooth transfer of information and ideas on an ongoing basis; and build understanding and support for the vision and goals of the Arizona Farm Bureau.

Utilize all available resources in building strong and effective county Farm Bureaus. Serve as spokesman for the Arizona Farm Bureau in the absence of, or at the direction of, the President. Assist in developing policy recommendations. Supervise the preparation of annual budgets and programs of work for the Arizona Farm Bureau. Supervise the activities of division directors and ensure coordinated communication amongst the staff. Provide leadership and management in surfacing, training, and coordinating the activities of Farm Bureau leaders. Coordinate the resources of the Arizona Farm Bureau in implementing Farm Bureau policy through strategic planning with the Board of Directors and staff. Direct the Arizona Farm Bureau staff in coordinating all meetings at the state and county levels. Maintain liaison with the management of the Farm Bureau Financial Group companies.

Reportability: Reports to the Board of Directors and President.

Relationships: Enhance the image of Farm Bureau and promote Farm Bureau values through public relations and membership growth. Guard and maintain Arizona Farm Bureau alliances with fellow industry organizations and governmental entities. Establish and maintain relationships with volunteer leaders, staff, affiliated company personnel, American Farm Bureau leaders and staff, and other state Farm Bureaus to maximize organizational effectiveness in accomplishing our goals and implementing our policies.