The following was part of the 1998 IGRA Convention Minutes. It was in the Bylaws Committee Report, though I could not find any information on whether it passed on the Convention Floor.

New Bylaws Proposal:

ARTICLE IX – ADMINIATRATIVE ASSISTANT

Section 1. Enumeration

The Administrative Assistant shall either be contract labor or an employee of the International and shall be the office manager of the office located in Denver, Colorado. The Administrative Assistant is not a member of the Board, and accordingly has no voting rights.

Section 2. Selection and Vacancies

The Administrative Assistant shall be selected by a majority vote of the Board of Directors based upon their knowledge of International and the skills required for the position at any time there is an opening in the position.

Section3. Membership Qualification

The Administrative Assistant shall at all times during his/her continuance in the position be a qualified member of a Member Association as determined pursuant to Article III, Section 1 and Section 4 (Paragraph D) of these Bylaws.

Section 4. Duties of the Administrative Assistant

Paragraph A. The Administrative Assistant shall maintain regular office hours; answer the telephone and monitor the answering machine and e-mail; file correspondence reports, and similar materials; and maintain the office in an orderly manner. After ascertaining the nature of any request, the Administrative Assistant will, 1) personally provide the information when it is routine or regarding procedural matters of the IGRA office, or 2) forward the request to the appropriate Officer, Director or Committee Chairperson if the information is not readily available.

Paragraph B. The Administrative Assistant shall be under the direct supervision of the President of International. He/she will work closely with the entire Board and the Committee Chairpersons of International on any business of the International.

Paragraph C. The Administrative Assistant shall prepare and submit to each meeting of the Board of Directors a summary report of all significant activities of his/her position, including, but not limited to, all communication logs. Further, a summary of these reports will be submitted to the Annual Convention as part of the Administrative Assistant’s report.

Paragraph D. A more detailed job description as approved by the Executive Board will be found as Exhibit A of these Bylaws and Standing Rules.

Paragraph E. The Administrative Assistant shall have such other duties as may be delegated to him/her by the IGRA President, the Board of Directors, Committee Chairpersons, or Annual Convention. The IGRA President will be consulted whenever there appears to be a conflict of interest, time, or area of responsibility.

Section 5. Performance Evaluation

Paragraph A. Each Officer and Director of IGRA will submit to the IGRA President an appraisal of the Administrative Assistant’s performance at least thirty (30) days prior to the Annual Convention.

Paragraph B. The President will submit a summary evaluation to the Executive Board at the Annual Convention, along with copies of all Officer’s and Director’s evaluations. The Performance Evaluation will be derived from discussion of the summary evaluation and approved by the Executive Board. The Performance Evaluation must then be approved by the Board of Directors in order to be presented at Finals Rodeo.

Paragraph C. The Administrative Assistant will receive his/her annual Performance Evaluation at Finals Rodeo. Any salary or financial adjustment will be based upon this Evaluation, and will be effective at the beginning of the upcoming Fiscal Year.

Section 6. Removal from Position

The Administrative Assistant may be removed for cause, with or without prejudice, by a majority vote of the Board of Directors.

POSITION DESCRIPTION FOR:

ADMINISTRATIVE ASSISTANT

INTERNATIONAL GAY RODEO ASSOCIATION

This position is located in the governing body of the International Gay Rodeo Association, hereinafter referred to as IGRA, and the incumbent serves as Administrative Assistant of IGRA. The incumbent shall rely on the Bylaws, Standing Rules, Sanctioned Rodeo Rules, and such other rules and resolutions that have been, or may be adopted by the Board or Annual Convention for general policy guidance in the execution of his/her duties. The incumbent of the position shall primarily work out of the office of IGRA, which is located in Denver, Colorado. This position is salaried at a starting wage of three hundred fifty dollars ($350.00) bi-weekly and entails approximately twenty-five (25) hours of work per week, or whatever time is necessary to complete the duties of this position. However, it is required that the Administrative Assistant be in the IGRA office at least on Tuesdays and Wednesdays from 4:00 pm – 9:00 pm (MT) and on Thursdays from 9:00 am – 2:00 pm (MT) in order that the phones may be staffed personally. Any variation from the scheduled hours must be approved by the IGRA President prior to the occasion and must be communicated on the outgoing message of the answering machine. It is recognized that from mid-September through October of each year, additional hours may be necessary in order to deal with the additional workload created by International Finals Rodeo contestant invitations and acceptance.

MAJOR DUTIES: Primary duties of this position involve performing a combination of the following clerical duties:

1. Responsible for answering the IGRA Office telephone and monitoring the answering system. After ascertaining the nature of the request, the Administrative Assistant may personally provide the information when it is routine or pertains to procedural matters of the office, or will forward the request to the appropriate IGRA Officer, Director, or Committee Chairperson. A telephone log shall be maintained to record: 1) all incoming calls: date, time, person calling, reason for the call, and 2) the handling of the call: date, time, and response to the call.
2. Open and log incoming mail and e-mail, and then answer or distribute to the appropriate IGRA Officer , Director, or Committee Chairperson for their action.
3. Protect the anonymity of our Association’s members by remembering that unless there is a specific authorization for release of information, when there is a request for an individual’s name, address, phone number, or membership affiliation, the basic response shall be: “Our membership records are confidential, but if you will leave your name, phone number, address, and the nature of your business, I will get back to you.”
4. Files correspondence, reports, and similar materials, where established subject-matter breakdowns are easily identified.
5. As time and schedules require, update the answering system’s “outgoing message” to inform callers of normal office hours and upcoming rodeo information.
6. Works closely with the Rodeo Hosting Associations to ensure that they have the necessary forms, contestant numbers, and other IGRA furnished items in a timely manner. Verify and file forms indicating that IGRA has been included as an “additional Insured” prior to all IGRA Sanctioned Rodeos.
7. Under the direction of the IGRA Rodeo Auditor, works at compiling date, checking data entries, printing, Xeroxing, and/or distributing information concerning the contestant point standings. Assists the IGRA Rodeo Auditor with preparing, and mailing or phoning invitations to contestants for Finals Rodeo.
8. Keep the IGRA President apprised of ALL situations that appear to be out of the ordinary or controversial in nature.
9. Purchase necessary office supplies for the IGRA Office. This can be done by using the Petty Cash Fund, or by use of the charge card when appropriate.
10. The Petty Cash Fund is established as an advance of one hundred dollars ($100.00). When items are purchased, the receipt shall be marked “PAID CASH” and shall be signed by the Administrative Assistant. All receipts MUST state the name of the company, the date, and type of items purchased. When the expenses require reimbursement, the original receipts shall be sent to the IGRA Treasurer.
11. The charge card shall be used for any purchases from a particular store. The receipts shall be signed by the Administrative Assistant and the originals sent to the IGRA Treasurer.
12. The Administrative Assistant shall have such other duties as may be delegated to him/her pursuant to Article IX – Administrative Assistant, Section 4, Paragraph E., of the IGRA Bylaws.

KNOWLEDGE AND SKIOLLS REQUIRED BY THIS POSITION:

1. General knowledge of IGRA, including, but not limited to, Bylaws, rodeo events, dance competition, royalty, certification seminars, and history.
2. Understanding and implementation of basic business, social, and communication skills.
3. Ability to deal with a large number of incoming and outgoing phone calls, e-mail, and written communications.
4. Use of appropriate grammar, spelling, capitalization, and punctuation: the ability to identify and correct errors; and the use of dictionaries.
5. Ability to use personal computer, printer, copier, and answering system, all of which are in constant use in this position.
6. Utilization of processing procedures and function keys required to execute at least several basic office automation functions such as: word processing; inserting and deleting text; entering, storing, and retrieving electronic documents or files; and activating a printer.

SUPERVISORY CONTROLS:

1. The Administrative Assistant shall either be contract labor or an employee of the International, and shall be the office manager of the office located in Denver, Colorado.
2. The Administrative Assistant shall be under the direct supervision of the President of International.
3. The Administrative Assistant shall keep a daily record of all hours worked which will include a “sign-in” sheet for the required fifteen (15) hours per week which must be maintained in the office. The record of hours worked, and the “sign-in” sheet will be submitted bi-weekly to the IGRA Treasurer and President as documentation for the bi-weekly salary check.