

WCTA EXECUTIVE DIRECTOR POSITION

Exciting opportunity to serve our Association and grow with the industry

The Western Canada Turfgrass Association is looking for the right person to fill the Executive Director's Position as we move forward towards the future with our Association.

This is a Contracted position reporting to the Board. The applicant should be able to work from his or her own location (Home office has been working for the current Executive Director).

The applicant should have knowledge of the Turfgrass industry in Canada, be personable, organized, and capable of working with all levels of our industry.

TYPICAL DUTIES AND RESPONSIBILITIES ARE: But not limited to

- Administration and record keeping of the day to day operations of the Association's business, Bookkeeping, Account receivable and account payable
- Manage Association's Cash flow
- Administer Pesticide Applicators' Certificate re-certification program
- Organize and administer annual Conference
- Organize and administer annual, co-operative Regional Meetings
- Arrange Board meetings (agenda, recording, minutes, etc.)
- Market for new members, Keep membership list current
- Turf Line News production:
 - Planning and soliciting articles, selling advertising, organizing the layout, arrange for printing, and organize mailing to membership
- Speaking engagements on behalf of the WCTA
- Work with and/or serve on turfgrass advisory committees
- Communicate with federal, provincial, and local governmental agencies as necessary
- Arrange annual financial report and projected budget
- Attend meetings and conferences on behalf of the WCTA
- Exhibiting: set-up and display for WCTA
- Administer the WCTA Research program

WCTA RESEARCH

- Committee Executive Director
- Coordinate & administer research projects, funding and contracts
- Assemble & produce yearly Research Report
- Meetings (agenda, record and produce minutes)
- Process mail, Arrange mailings, Record keeping
- A/R and A/P duties as related to Research Committee
- Public relation
- Canadian Turfgrass Research Foundation Board member

Please submit your proposal, experience and application to:

Western Canada Turfgrass Association

C/o Karen Hounscome, President

7865 East Saanich Road

Saanichton, B.C.

V8M 2B4

Phone: 250-544-0401

Fax: 250-544-0402

Email: karen@eljay.com