

PAAE Executive Secretary Position

The PAAE Organization

The purpose of the PAAE organization shall be to advance agricultural education in Pennsylvania by,

- ❖ Providing opportunities for professional development and recognition, and
- ❖ Recruiting and retaining agricultural educators through professional, social and recreational programs, and
- ❖ Promoting agricultural education in Pennsylvania, and
- ❖ Serving as a legislative advocate for agricultural education, and
- ❖ Planning for the future of agricultural education, and
- ❖ Developing partnerships with other agencies, which help to achieve the purposes of agricultural education, and
- ❖ Providing a structure for executing this purpose and mission.

Executive Secretary Position Purpose to PAAE membership (Per PAAE Bylaws)

The Executive Secretary shall keep full and accurate records of all business proceedings in meetings of the Executive Committee, Executive Board, and Annual Business Meetings and shall have the minutes of these meetings made available to all members. He/she shall also serve as membership secretary for the Association and report to the Executive Board. He/she shall also perform such duties as the Executive Board may designate.

Executive Secretary Duty List (Per PAAE Policy)

1. Attend all PAAE Board meetings (four annually, evenings) and general membership meetings (eight regional annually, evenings and one weeklong annually).
2. Record and compile accurate minutes of all meetings of the PAAE Executive Board and any other PAAE membership meeting. Submit copies of these minutes to the PAAE Board and forward an electronic copy to the PAAE web master so that these minutes can be posted appropriately on the PAAE website for all members to view.
3. Discuss and prepare meeting packets for PAAE meetings, with the President, that include officer duty rosters, meeting agendas, meeting minutes, treasurer's reports, membership rosters, POA committee reports and a calendar of activities.
4. Communicate frequently with the president and the board so that PAAE business information can be shared and so that officers can share association information.
5. Receive and respond to PAAE correspondence in a timely and professional manner for the benefit of the professional associations.
6. Receive and respond to NAAE and ACTE staff in a timely and professional manner for the benefit of the professional associations.
7. PAAE/NAAE/ACTE Membership:

Collect member dues forms and forward the membership documents to NAAE and payment to the PAAE treasurer as they are received from members. Forward required membership information and forms to the NAAE and ACTE offices.

8. PAAE and NAAE Awards:

Assist the Professional Growth Committee Chairmen with the PAAE/NAAE Awards Program. Provide copies of the nomination forms for candidates for the various NAAE awards categories; maintain historical record of previous applicants and the required three-year continuous membership record for NAAE Awards.

Provide the letters of invitation to apply, provided copies of the applications, received the completed forms, made copies of the applications for PAAE, forward applications to the PAAE president to sign and mailed or made available the applications to NAAE.

9. Maintain copies, that are accessible by the Board, of the following items either in hard copy and/or electronically and/or on the website:

- a. Minutes of all PAAE Meetings.
- b. Current contact information for all of the PAAE Board Members.
- c. Electronic copies of the current PAAE & NAAE Constitutions and Bylaws
- d. Lists of all PAAE committees and committee chairmen.
- e. Program of Work and Committee Goals and Reports as recorded by all committee chairmen.
- f. Complete accurate records of all memberships in both of the Agriculture Education Professional Organizations (PAAE and NAAE)
- g. History of membership
- h. Current fiscal year copies of contracts for all paid positions (Copies to be shared with the Board)

10. Highly recommended to travel to at least one NAAE conference (National and/or Region VI) and the Ag Ed Summit or Ag Ed Inservice per year **if budget funding is allocated.**

11. PAAE will budget for office supplies and tools necessary to complete the above tasks

Terms and Conditions of Executive Secretary Position

The term of the **PAAE Executive Secretary** contacted service position shall begin July 1, 2026 and continue until June 30, 2027.

For the period from July 1, 2026 to June 30, 2027 the Pennsylvania Association of Agricultural Educators agrees to retain the services of _____ at an agreed upon honorarium rate of **\$(TBD - posted range is between \$6,000 - \$7,000)** for the stated twelve month term. The fee will be paid quarterly in equal honorarium payments of **\$(TBD based on final pay rate approved by the hiring committee)**.

To perform the services of **PAAE Executive Secretary** in his/her home and such other places as may be convenient at such time as shall suit her/his personal convenience. Any mailing addresses utilized for the business of PAAE should not be the same as any government entity, public school, private school, or other established business to which the PAAE Executive Secretary is employed.

To furnish his/her own transportation to and from regular PAAE executive board meetings and to and from other places he/she may perform work.

That at all time covered by this contract shall be an independent contractor, his/her services shall be in nature of personal services and he/she shall be free to furnish services to persons or concerns other than PAAE or to become and employee of any person or concern other than PAAE.

That he/she shall not be treated as a PAAE “employee” for Federal Tax purposes, and that he/she performed under this contract, and he/she will pay any income tax installments due thereon, and that he/she will be responsible for any workman’s compensation insurance or other premiums thereon.

PAAE AGREES AS FOLLOWS:

1. To pay _____ for contracted services of **\$(TBD)** to be paid in equal quarterly installments of **\$(TBD)**.
2. That _____ can call on any or all members of the board for help when needed.
3. The PAAE Management committee will complete year end evaluations and share with the Board and paid position during the Annual meeting.
4. That the terms of this contract will be automatically reviewed on a yearly basis at the PAAE Annual meeting PAAE Executive board meeting. Any changes to the terms of this contract shall be made in writing and agreed upon by both parties by the concluding day of the Annual meeting.
5. PAAE will supply office supplies and postage as needed.

IT IS MUTUALLY AGREED:

1. That this position as agreed by both _____ and PAAE will be valid until June 30, 2027.

In consideration of the mutual undertaking herein, the parties have executed this contract day and year first written above.

Name, Executive Secretary, Date

Name, PAAE President, Date

PAAE is an equal opportunity organization. The PAAE organization will not discriminate against any individual based on race, creed, color, religion, sex, national origin, ancestry, age, physical or mental handicap, or veteran status.