



# RIVER FALLS WRESTLING

River Falls Wrestling Boosters, Inc. | River Falls Toss & Turn

<b>Job Title:</b>	<b>Corporate Secretary</b>	<b>Job Category:</b>	Board Member
<b>Level/Salary Range:</b>	Volunteer	<b>Position Type:</b>	Annual position 06/01 - 05/31
<b>HR Contact:</b>	Justin Bystrom, President	<b>Date posted:</b>	06/01/2011
<b>Will Train Applicant(s):</b>	Justin Bystrom, President	<b>Posting Expires:</b>	10/01/2011

**Applications Accepted By:**

*(Note: all applications subject to approval, nomination and election vote by River Falls Wrestling Boosters, Inc.)*

**Phone / E-mail:**

(612) 202-5764 or [jbystrom@riverfallswrestling.org](mailto:jbystrom@riverfallswrestling.org)

Subject Line: River Falls Wrestling Board Position

RE: Corporate Secretary Position

**Mail:**

Justin Bystrom

River Falls Wrestling Boosters, Inc.

P.O. Box 432

River Falls, Wisconsin 54022

**Job description**

**Mission statement:**

The River Falls Wrestling Booster Club is a non-profit organization dedicated to fostering, promoting and encouraging the sport of wrestling among parents, youth, alumni and the River Falls area community; to supervise, sponsor and financially assist a disciplined and competitive wrestling program - it is our greatest intention to build character, physical health and well-being, sportsmanship, self-confidence, self-esteem, and positive attitudes about dedication, persistence, community service, and hard work among the younger generation - through wrestling.

**Corporate bylaws:** Amended April 20, 2011 - Complete Bylaws, purposes and corporate description is available at [www.RiverFallsWrestling.org](http://www.RiverFallsWrestling.org).

Elections shall be held at the end of the season; the new officers will assume their leadership after the banquet at the end of the season. Anyone wishing to apply for a position should submit their request for consideration - in writing to the president for review by the board. Each office shall be represented for one year, year to year June 1 through May 31. The term may be renewable at the discretion and the willingness of an officer to serve multiple terms, or if the board feels that the position is not being represented according to the duties of the position. The secretary will take and maintain a file of accurate minutes of the board meetings, notify board members of meetings, prepare the mailing list and handle all correspondence for the club. This includes sending the newsletter. This is a voting position.

**Job purpose:**

The secretary will take and maintain a file of accurate minutes of the board meetings, notify board members of meetings, prepare the mailing list and handle all correspondence for the club. This includes sending the newsletter. The secretary is the communications hub and document repository for the club. Adhere to the club's mission statement, the corporate bylaws and the established best practices provisions.

**Duties:**

- Prepare meeting agendas based on previous year items, pending issues, agenda item requests. The president will help edit and approve final version before dissemination to other board members. Submit final version to board members, high school activities director and webmaster.
- Document and produce minutes from all board and (applicable) committee meetings. Submit minutes draft to president within 5 days of meeting for editing and approval. The president will help edit and approve final version before dissemination to other board members. Submit final version to board members, high school activities director and webmaster.
- When emailing any group, always send using bcc (blind carbon copy). We do not want our lists corrupted by personal use, cause celeb, unwanted solicitation or otherwise.
- During the season, coordinate with president to create weekly email updates to distribute applicable email lists.
- Maintain accurate database including email, opt-out requests and applicable group categories (i.e. Youth



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parents, general list, high school lists, etc.

- Collect calendar / schedule information (WIAA, big rivers conference, Wisconsin wrestling federation and USA wrestling) to create and maintain annual season calendar (Google calendar). The president, webmaster and secretary all have full administrative rights to the “club” Google calendar.
- After the May executive steering committee meeting – secure meeting times and dates with river falls public library for the season. After dates and locations are secured, notify webmaster to update all calendars.
- Collect all youth registration forms from youth director to update and maintain an accurate youth database (after fall clinic and after same-day registration at beginning of youth practices).
- Collect all middle school coach’s information forms from middle school coach to update and maintain an accurate youth database. Coordinate with activities office to collect any missing or incomplete information.
- Collect all high school coach’s information forms from high school coach to update and maintain an accurate youth database. Coordinate with activities office to collect any missing or incomplete information.
- Forward any submitted photographs and media requests to the high school head wrestling coach.
- Coordinate schedule with youth, middle school and high school coaches for a photographer (photos must be at least two weeks prior to end of practices; to allow for return and pickup - before last practice).
- Submit super youth tournament fliers (after approval) to guillotine and Wisconsin wrestling online advertising.
- Work with tournament director to source copies of the youth tournament fliers in January to distribute among youth parents. The goal is their own participation but also to disseminate fliers to all area youth tournaments.
- Work with tournament director to maintain inventory of tournament charts / brackets for youth tournament. Source additional inventory as needed.
- Maintain all organization forms, letters and correspondence. Amend as necessary. Anything that is public must be in (Adobe) PDF format.
- Back up all data on a repeated and consistent basis (i.e. monthly); provide back up to President annually.
- Assist other board members with administrative tasks and sourcing.
- Submit any invoices or payable requests to the treasurer for approval and reimbursement.
- Be available to physically assist at all hosted tournaments with particular emphasis to the Northern Badger Wrestling Classic, club-hosted super youth tournament as well as the WWF youth regional tournament. Assistance with other events such as youth clinic and youth practice start – are encouraged but not mandatory.

**Skills/qualifications:**

- Recording & reporting skills, some administrative writing skills, Microsoft office skills, managing processes, organization, analyzing information, professionalism, problem solving, supply management, and verbal communication.
- The candidate may employ the use of family members (i.e. spouse) for particular tasks; however, the position carries only one vote in all board meetings or proceedings.
- Familiarity, knowledge and access to email and internet. An email address \_\_\_\_\_@riverfallswrestling.org will be set up for your business / club use. This address can be automatically forwarded to a personal account; however, we expect that the wrestling email address be used as a primary address for all booster club functions and correspondence when possible.

Application Reviewed By:		Date:	
Application Approved By:		Date:	
Form, content or description Last Updated By:		Date/Time:	



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## APPLICATION FOR POSITION

### GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip) Cellular Telephone ( ) -
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### POSITION

Position Desired
Are you able to perform the essential functions of the position you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No

### PERTINENT SKILLS (List all pertinent skills to this position)

(Maximum 1000 characters)

**I certify the information contained in this application is true, correct, and complete. I have read, understand and agree to the essential job purposes and the duties related to this position. I understand that any changes in the corporate bylaws may directly affect the job purposes and various duties related to this position. I understand that this applications is subject to approval, nomination and election vote by River Falls Wrestling Boosters, Inc.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Interviewer's Comments:**

**River Falls Wrestling Boosters, Inc. is an equal opportunity organization.**