

## **MAFWA Executive Secretary Position Description**

Revised December 2025

### **Position Title: Executive Secretary**

The Midwest Association of Fish and Wildlife Agencies (MAFWA) requires a motivated and visionary leader to serve as its Executive Secretary. Serve as the principal staff person assisting the President, Executive Committee and Board of Directors of the Midwest Association of Fish and Wildlife Agencies (MAFWA) to inform and carry out decisions. Reporting to the Board of Directors (Board), the Executive Secretary manages all aspects of the organization's governance and operations in accordance with the MAFWA bylaws and other established policies and procedures. The Executive Secretary oversees the day-to-day operations of the organization, including providing direction to initiative leads, external engagement with other regions and partners, and coordinating and implementing effective operating, marketing, financial, and legal strategies for MAFWA.

**Position Status:** Part-time, 20-30 hours/week

**Position Salary:** \$50,000 - \$75,000, based on experience

**Position Location:** Fully remote

### **General Duties:**

- Ensure that the Association's status as a corporate entity is kept active, based on the State of Kansas reporting requirements.
- Ensure that the trademark for the Association's logo is kept active, based on Federal reporting requirements.
- Provide notification and posting of all Association meetings, and provide full administrative support to Executive Committee members.
- Respond to inquiries or "Right to Know" requests.
- Draft correspondence on behalf of the President or Executive Committee.

- Provide support to the President and Executive Committee on matters related to MAFWA business.
- Remind staff and board to complete annual performance reviews and plans each year.
- Negotiating and implementing all professional, event, and legal contracts for MAFWA.
- Connect with new Directors upon their appointment and provide a welcome packet.

### **Annual Meeting:**

- Under the direction of the President and the Annual Meeting Planning Committee, assist in organizing the Directors' Annual Meeting, preparing the agenda and scheduling presenters.
- Provide information to the meeting planner, host state staff and program chairs, committee chairs, and others regarding annual meeting procedures, financing, expenditures, protocol, and traditions.
- Work with host state staff to ensure the meeting room is appropriate and properly configured for meetings.
- Work with the host state to secure sponsors (if applicable and needed).
- Solicit agenda items from Directors, committee chairs and others for Directors' meeting at least 45 days prior to meetings.
- Solicit MAFWA Board members to prepare State of State/Province Reports 6 months prior to annual meeting, set deadline, then receive and compile for distribution and posting on website.
- Prepare meeting agendas and obtain the President's approval. Solicit summaries of agenda items from presenters and send to Directors in briefing packet at least two weeks prior to the meeting.
- Collect and capture annual meeting Proceedings. Work with Annual Meeting Committee on changes or issues for publishing the Proceedings. Work with editor and MAFWA webmaster (if applicable) to ensure timely production and posting of annual meeting Proceedings. Oversee necessary contracts for editing and publication of Proceedings (if applicable).
- Attend the meeting, keep minutes, and ensure a quorum is present.

- Ensure that all award plaques are present at the Annual Meeting award ceremony for presentation. Responsible for obtaining plaques.
- Present annual executive secretary report to the board.
- Draft Meeting minutes will be distributed within 15 days of each meeting for review and to ensure accuracy and then circulated to the voting members of the Association by email prior to the next scheduled meeting for adoption. Adopted minutes will be posted on the MAFWA website.
- Provide follow-up on decision items from Directors' Annual Meeting, ensuring that assignments are relayed, as appropriate, and that assignments are completed and provided to the Directors. As appropriate, follow up on behalf of the President on inquiries made; relay that information back to the President or Executive Committee.

#### **Website and Records Duties:**

- Maintain current documents and information on the website, including information on the Directors' meeting.
- Maintain MAFWA's records: including bylaws, current membership, committee charges and assignments, and all correspondence. Ensure that all records of enduring historical value are archived and recoverable and posted on website.
- Work with MAFWA webmaster (if applicable) to keep website information current, interesting and applicable to users.
- Maintain and update the Association's Operations Manual to ensure that subsequent transition of officers or of this position are efficiently accomplished.
- Maintain and update the Association's Technical Committee Guideline Manual.
- Function as advisor for committee chairs and facilitate communication between committees and Directors to assist flow of MAFWA business.
- Edit, update and submit for approval MAFWA Annual Meeting Planning Handbook and Midwest Fish and Wildlife Conference Planning Handbook as needed and in cooperation with host states.

**External Duties:**

- Serve as liaison to the Wildlife Management Institute (WMI) on the R3 program, and other programs carried out by WMI on behalf of the Association.
- Initiating, developing, and maintaining positive cooperative relationships with state fish & wildlife agency directors, key NGO leaders, and other state and federal conservation leaders.
- Maintain positive relationships with organizations and associations who partner or collaborate with MAFWA, including but not limited to, the Association of Fish and Wildlife Agencies (AFWA), and the three other regional fish and wildlife associations (Western (WAFWA), Northeastern (NEAFWA), Southeastern (SEAFWA)).
- Serve as liaison to the other regional associations, including conveying to the Directors all appropriate information and action items generated by the various associations and technical committees in a format ensuring that the Directors have all necessary information needed for policy level decision-making. Ensure annual reports are provided to the directors.
- Participate in quarterly teleconferences with President of AFWA and selected staff and other regional association coordinators.
- Represent MAFWA on various national or regional committees and task forces as requested by the President or Directors.
- Attend weekly AFWA Director calls online.

**Budget and Financial Duties:**

- In coordination with the treasurer, maintain all financial records, including bank accounts, ledgers, receivables and payable accounts. At least twice per year, provide the Executive Committee with MAFWA's financial status.
- Coordinate requests for travel reimbursement for agency staff serving as a representative of MAFWA.
- Maintain MAFWA's financial records and reports as required of a 501 (c)(4) association.

- Working with the treasurer, send out the annual dues notices and collect revenues for deposit in the Association's accounts; and prepare a draft budget for the following year by the fall meeting. Prepare a draft year-end fiscal report by the spring meeting.
- As authorized on behalf of the Association, sign checks, reports, contracts, and other appropriate financial instruments.
- Administer grants for the association to ensure expenditure of funds and required reporting.
- Facilitate independent audit with the treasurer and audit committee.

**Knowledge, Skills, and Abilities for this position:**

- Basic knowledge of state and Federal fish and wildlife agencies, other resource agencies (e.g., forestry, EPA, NOAA, USGS), NGO's, outdoor industry associations and groups, and their current purposes and programs.
- Proven organizational management and communication skills.
- Ability to attend the Directors' Annual Meeting. Ability to occasionally travel to conduct other MAFWA business. (see Travel below)
- Ability to update website information.
- Ability to track and manage financials for a cooperate 501 (c)(4) entity.
- Ability to use Microsoft Office Suite of programs.
- High degree of motivation and energy with a proven track record of accomplishments linked to an organization's mission.

**Preferred Education and Training:**

- A Bachelor's degree, and an advanced degree preferred in natural resource management, business management, public administration, or a related field.
- Experience working for a non-profit organization, business or government agency.
- Knowledge of federal and state grants processes and procedures.
- Knowledge of federal and state laws pertaining to the operation of a non-profit entity.

**Travel:**

- Attend numerous annual meetings, such as: The North American Wildlife and Natural Resources Conference, the AFWA Annual Meeting, MAFWA Annual Directors' meeting, and relevant NGO meetings and conventions. Overnight travel may exceed 30 nights per year.

To Apply:

Please submit your resume and cover letter to Tracy Drus at:

[DrusT@michigan.gov](mailto:DrusT@michigan.gov)

This posting will remain active for 30 days (Feb. 1 – March 1) or until the hiring committee deems that an adequate amount of applicants has been received.