

**Position Description**  
**for SAHF Board Administrator (part-time)**

**Application Deadline: Friday, May 30, 2025**



**Position Description**

- Overview of the Saskatchewan Agricultural Hall of Fame (SAHF)
  - *Our Mission: To salute the agricultural leaders in Saskatchewan.*
  - *Our Purpose: To formally recognize individuals making significant and distinguished contributions to the welfare and improvement of Saskatchewan agriculture.*
  - The SAHF is independent, self-governed and located on the second floor at the Western Development Museum in Saskatoon.
  - SAHF is registered as a not-for-profit corporation with Information Services Corporation (ISC).
  - For more information about the SAHF go to <https://www.sahf.ca/>.
- Summary - Board Administrator Position
  - Support the Board and Committee activities by planning logistics, coordinating meetings, recording minutes and assisting with follow-up.
  - Support the SAHF in general administration, financial transactions, preparation of quarterly financial reports and submitting annual filing to CRA.
  - Reports to the Executive Committee of the SAHF Board of Directors.
  - This is a part-time, ¼-time contract position and generally expected to be home-based. There are no other paid staff positions.

**Key Responsibilities**

- Board of Directors Support
  - Organizing, preparing and participating in quarterly “in-person” Board meetings (18 members) in July, November, January and March. Typically, ½-day meetings.
  - Organizing, preparing, and participating with six standing committees (Induction, Membership & Sponsorship, Website & Communications, Nominations, Relocation & Renovation, Constitution & Bylaws) all held virtually as scheduled, using Microsoft Teams or Zoom. Committees meet 2-3 times a year, or as required, for 40-60 minutes per meeting.
  - Preparing and organizing the annual Induction Ceremony (April), including receiving and distributing nominee applications to the Board and related duties.
- Additional Administrative Support
  - Support the committees in the development and implementation of annual operational plans and budgets.
  - Support the development and implementation of the long-term strategic plan in alignment with the Board’s vision and mission.

- Financial Administration
  - Assist in developing and managing the organization's annual budget, including managing membership, sending annual invoices/receipts and related duties.
  - Prepare quarterly reports to the Board and annual reports to the membership to support financial stability and sustainability.
  - Assist in compliance with all applicable laws, regulations and policies.
- Fundraising & Sponsorship
  - Support committees and the Board in developing fundraising and sponsorship strategies and programs.
  - Assist in preparing grant proposals and other funding applications as required.
- Community Engagement & Advocacy
  - Assist in regular reporting (electronically) to members, funders and sponsors demonstrating the benefits of membership and supporting the SAHF.
  - Support the committee in promotion of the organization through effective communication and outreach via the website, Facebook and other media.

### **Qualifications, Skills & Experience**

The position requires relevant training and a minimum of 2-3 years of pertinent experience. An equivalent combination of education and experience will be considered.

- Experience in administration, financial management, budgeting and reporting.
- Excellent communication, interpersonal and organizational skills.
- Ability to monitor and receive all correspondence (written and electronic) and reply accordingly on a timely basis.
- Strong computer skills and experience with Microsoft Office suite are essential.
- Self-motivated and to complete tasks on time and on budget with the ability to work independently and as part of a team.
- Experience in working with not-for-profit boards and experience in fundraising, sponsorship and grant writing are considered assets.

### **Education**

The following are considered assets:

- Training, education and/or related experience in organizational management, finance and bookkeeping.
- Training, education and/or related experience in communications, marketing and public relations.

## Compensation

- The position is ¼-time (approximately 60 days a year).
- The annual contract fee is \$14,500 to \$19,000 commensurate with experience and qualifications. Paid monthly based on monthly reports
- This is a contract position with no additional employee benefits.
- The work hours are flexible except for scheduled board and committee meetings and the annual Induction Ceremony held in April of each year.
- There will be a one-year probation period and, if successful, a longer-term contract can be negotiated.
- The successful candidate is expected to have the required office space and equipment as part of the contract. Mileage will be reimbursed based on CRA rates. An office allowance for incidentals of \$50 per quarter will be provided. Other expenses will be paid by pre-arranged agreement.

## Applications

- **For Information on the SAHF “Board Administrator” Position**, contact:
  - SAHF Website: <https://www.sahf.ca/>
  - Blair Cummins, President, cell 306-221-8758 or email: [bmv@sasktel.net](mailto:bmv@sasktel.net)
  - Kim Kennett, First Vice-President, cell 306-381-3272 or email: [kimmkennett@gmail.com](mailto:kimmkennett@gmail.com)
- **Applications to include:**
  - Cover letter
  - Resume
  - Three references
- **Submit an electronic application** to Blair Cummins, at: [bmv@sasktel.net](mailto:bmv@sasktel.net)
- **Application Deadline:** Friday, May 30, 2025
- **Position to Commence:** July 2, 2025