

Applicants are expected to perform, at a minimum, the following tasks:

- **Manage monthly board meetings**
 - Coordinate logistical lunch details: location, attendance, lunch
 - Prepare and provide meeting agenda, minutes, financial statements and other relevant meeting materials (IEF goals, forum schedule, etc)
 - Record minutes and action items
- **Manage monthly forums**
 - Develop, in coordination with IEF board members, and distribute forum invitation and reminders
 - Collect RSVP lists
 - Coordinate forum details, including but not limited to: venue, meal, check-in, payment collection
- **Manage annual events**
 - Legislative Gala
 - Distribute event information and reminders
 - Collect RSVP lists
 - Coordinate event details, including but not limited to: venue, meal, check-in, payment collection
 - Boise River Conference
 - Distribute event information and reminders
 - Collect RSVP lists
 - Coordinate event details, including but not limited to: venue, meal, check-in, payment collection
- **Fundraising**
 - Develop and update sponsorship spreadsheet
 - Distribute sponsorship letter to previous sponsors at designated time
 - Support IEF Board members in securing sponsorships, such as follow up invoicing, etc.
- **Financials**
 - Manage accurate and transparent association records and financials
 - Please specify if your management company maintains insurance to protect client liability
- **Communications**
 - *External:* improve effectiveness of IEF communication
 - Build and maintain distribution list/database
 - Refresh and/or rebranding of website, social media and other communications methods
 - Manage website, social media and other communication methods
 - Update to date information on events, forums on all external communications
 - Ability to register for forums or become a sponsor
 - *Internal:* keep members informed and engaged
 - Provide professional, effective and timely communication with all IEF board members
- **Other**
 - Support IEF board develop long term strategy, plan and goals
 - Develop method to track goals in a measureable way
 - Develop IEF board member onboarding packet. Could include:
 - Board member expectations, financials, goals, forum planning check list