



THE DAIRY PRACTICES COUNCIL®

Quality & Uniformity through Education & Cooperation

www.dairypc.org

EXECUTIVE VICE PRESIDENT

The Dairy Practices Council®

The Dairy Practices Council (DPC) is a Federal Non-Profit 501(c)(3) Educational Organization with members representing industry, regulatory and educational personnel concerned with milk quality, sanitation and regulatory uniformity. Membership categories include individual as well as industry, regulatory and educational sustaining members.

The primary mission of the DPC is to develop and disseminate educational guidelines that contain practical, timely information about sanitation, procedures, and general good practices that relate to the dairy farm and dairy manufacturing facilities. Before publication, each DPC guideline goes through a peer review process to ensure that the guideline content is up-to-date, and complies with our member states, and US federal dairy regulations. The DPC holds an Annual Conference each year to promote this mission.

The position of the Executive Vice President (EVP) serves to conduct the main administrative duties for the DPC. This position is part time (typically 20 - 30 hrs. per week) and is secured through an annually agreed upon contract that is voted on by members of the DPC Executive Board. There are no medical or retirement benefits with this position.

For more information on the DPC please visit our web-site www.dairypc.org

All inquiries about this position should be returned to dairypc@dairypc.org

POSITION DESCRIPTION

Desired Skills & Knowledge:

- Excellent organizational, administrative, communication and interpersonal skills.
- Experience in writing and editing documents and reports.
- Familiarity with financial accounting, budgeting and marketing.
- Strong technical skills using word processing, spreadsheet, financial database and website management programs and software.
- Knowledge of the dairy industry and general agriculture.
- Ability to travel as required to the DPC Annual Conferences, the DPC Spring Board Meetings, to evaluate hotels for the Conferences and to attend dairy related industry meetings.
- Ability to be an integral member of the team in working with the DPC President, Vice President, Executive Board Members, Task Force Directors, and the DPC Membership to fulfill the objectives of the DPC.

Location:

This position does not require relocation and allows for flexibility to be headquartered at the candidate's area of residence. It is expected that the EVP have a home-based office or other appropriate office space available.

Duties:

Finance

- Manage all finances of the DPC including tracking all income and expenses; preparing financial statements and proposed budgets; and overseeing banking services.
- Manage business services including credit card merchant services, insurance, telephone and internet website services.
- File Annual DPC Non-Profit Income Tax forms with the IRS.
- Ensure that employee and employer Federal and State Income Taxes are paid throughout the year (e.g., monthly, quarterly), per the EVP salary, and other salaries as appropriate.
- Ensure that all appropriate sales taxes from guideline and other sales are filed and paid as required with the appropriate agency.
- Maintain financial records for all memberships using QuickBooks.

Membership

- Maintain listings of current and active members and ensure that the DPC web-site is up-to-date with membership information.
- Prepare and distribute invoices for membership renewal and certificates of membership.
- Actively solicit new members using contacts made through marketing trips and other activities.

Guidelines

- Work with Task Force Directors to finalize formatting of new and revised guidelines.
- Distribute in-progress guidelines to “Key Sanitarians,” members of the Task Force(s) and others as appropriate for final review.
- Distribute final new and revised guidelines to all current members of the DPC.
- Manage all web-site based guideline sales and distribution.

Marketing

- Proactively market the DPC by growing membership and ensuring the future success of the DPC.
- Provide leadership in public relations through contact with industry, key sanitarians, Cooperative Extension, sustaining members and others as appropriate.
- Attend industry meetings and related conferences to increase the visibility of the DPC.
- Distribute press releases to print and web-based media; prepare flyers and signs; advertise on the web when needed; communicate by social media; and prepare and send email marketing material.
- Manage the DPC website to keep it current using the content management system provided by the web site host and by direct communication with the site host as needed.
- Maintain the DPC table-top display to keep it current, relevant, and in good working order.

Annual Conference

- Manage the DPC Executive Board meetings in the Spring (Annual Conference planning) and Fall (Annual Conference), including the preparation of financial reports, membership and guideline updates, and other necessary information.
- Communicate with the DPC President, Vice President, Executive Board, and Task Force Directors with the Annual Conference program planning.
- Negotiate and contract with appropriate hotels and/or convention centers for the DPC Annual Conference.
- Manage the DPC Annual Conference including the preparation of program and registration materials for distribution through the DPC website, e-mail mailings and other means; planning meals; arranging for Audio / Visual (AV) needs; and making appropriate arrangements for pre-conference tours and workshops.