

Arkansas Fair Managers Association

Position: Executive Secretary

The Arkansas Fair Managers Association is now accepting applications for the position of **Executive Secretary**. This role is essential to the success and daily operations of the Association.

Position Overview

The Executive Secretary is responsible for administering the day-to-day operations of the Association under the direction of the Board of Directors and the direct supervision of the Board President. This position ensures the organization remains efficient, organized, and compliant in all administrative and financial matters. Continued service is subject to performance expectations established by the Board of Directors

Key Responsibilities

- Record and maintain minutes of the meetings of the association and of the Board of Directors and shall make and keep all other records and reports.
- Keep the books of accounts for the funds of the Association, which shall be subject to withdrawal upon the signature of the Executive Secretary or Director and/or his designee, whose signature shall be duly certified to the depositories of the Association.
- Responsible for the proper reporting to any governmental agencies and to the Directors of the Association for the funds received and paid out, including the responsibility to submit a financial report to the Board of Directors at each regular and annual Directors meeting.
- comply with all Association policies, procedures, and bylaws

Other Skills & Responsibilities

- comply with all Association policies, procedures, and bylaws
 - This position may require periodic travel and attendance at meetings, conferences, and the annual AFMA Convention
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Arkansas Fair Managers Association

Qualifications

Required

- Must be an active member in good standing of the Arkansas Fair Managers Association

Preferred

- Strong organizational and administrative skills
 - Financial recordkeeping experience preferred
 - High level of integrity and attention to detail
 - Effective communication skills
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Compensation

- Commensurate With Experience
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Transition Timeline

The selected candidate will work closely with the current Executive Secretary, Carolyn Wynn, during a structured transition period.

Carolyn will continue serving in her role through the 2027 AFMA Convention and will assist in onboarding and training the incoming Executive Secretary. This transition period is designed to provide continuity, institutional knowledge transfer, and a smooth handoff of responsibilities.

Application Process

Deadline: July 1, 2026

Interested candidates should submit their resume online using the link below:

Apply Now at arkansasfairmanagers.com
