

EXECUTIVE DIRECTOR – RMAA



The Rural Municipal Administrator's Association (RMAA) is currently seeking applicants for the position of "Executive Director"

Reporting to the **RMAA** Board of Directors, key responsibilities of this part-time position include and are not limited to:

- Arrange and organize Executive meetings including venue and hotel bookings;
- Receiving and processing payables and receivables to/from the RMAA while maintaining accurate financial records in preparation for the annual audit;
- Advise and provide direction in relation to the RMAA Bylaws, Regulations and Policies to the Executive Board; Collect, organize and report Personal Development hours for Administrators;
- Execute the decisions of the Executive Board as required;
- Timely and accurate communication to the Executive, members and other key stakeholders;
- Accurately create and produce specific documents for distribution to RMAA members and Executive team including RMAA Review, Meeting Minutes, Convention agendas, and the SARM Rural Councillor publication;
- Correspond with the general public and third-party officials as required including SARM, SMHI, and Provincial and Federal Government agencies;
- Store, maintain and protect current and historical records of the RMAA, supplies, and all paper and electronic documents.
- Liaise with key stakeholders including hotels, sponsors, guest speakers and members to ensure the annual convention details including the coordination of the Trade Show are executed to the highest standard;
- Provide verbal reports to the Executive team and at the annual Convention.

Minimum qualifications for the position include:

"Rural A" Certificate and in good standing;

10 years' experience as a Rural Administrator;

Approval from current Council (if working) including permission to provide office space;

Proficient with Microsoft Office Suite, email, and other internet based software programs.

Key skills required:

Excellent organization and time management;

Professional oral and written communication;

Exceptional attention to detail;

Strong initiative and problem solving.

Preference may be given to applicants with a Rural 'Superior A' designation, or past experience with the RMAA Board.

This part-time position provides an initial compensation as set out by policy, and adjusted after 12 months.

Please submit your resume in confidence by **August 1, 2025** to:

RMAA Personnel Committee
Box 10
Paynton, SK
S0M 2J0

Email: vicepresmaa@sasktel.net