NSIP Office Responsibilities

A. Pick up mail 2 days of the week
B. Monitor phone, answering machine
    a. Talk to or return all calls
    b. From now on will direct people to call Program Director or tell them I will have him contact them if it is related to joining us or other program questions (Not sure on what all to pass on and what to just handle like I always have)
C. Email reviewed daily during week (unless impossible that day)
    a. Forward ones related to bills to Executive committee
    b. Forward others I think Executive committee needs to see
    c. Forward ones related to program questions to new Program Director (not positive on the line here either of what to pass on and what to handle)
    d. Answer invoicing, payment related emails
    e. Answer communication with Stephen
D. Maintain Quickbooks
    a. Invoice Data fees designated by Lambplan
    b. Enrollment invoices after receiving Enrollment form and payment
    c. Maintain Members current contact information, their breed, flock size and mentor
    d. Record payments received by check or IPN payments
    e. Email invoicing to members
E. ASI monthly deposits- checks, Excel spreadsheet including coding and scanned copies of checks sent to Larry Kincaid
F. Maintain New Member Process
    a. Set up in Quickbooks
    b. Set up in the Active member Excel
        i. Add to Member list where I track enrollment
        ii. Add to list for Garland's reports programs
    c. Add to All Quickbook emailing list and to their category (Term., Range, etc) email list
    d. Add to breed map for website
    e. Email Stephen to request a program
    f. Track to make sure they are sent the program
    g. Email to a Coordinator that a mentor is needed (Maybe these all need to go to Rusty now)
    h. Record the mentor into Quickbooks when I get told who it is
G. Communicate with all NSIP members
    a. Reminder emails for Enrollment
    b. Notifications when all need told something (requested by Board, someone similar or just me when I learn something I think all need to know)
    c. Notify when I have received payment for invoices
    d. Reminder emails to some that have past due receivables or late enrollments
H. Communicate with Lambplan
    a. Who new members are with flock ID, name and email
    b. Who needs their program customized and sent to them
    c. Send a list of Valid Flocks to run on a monthly basis
    d. I have been the go between USA and Lambplan so ask questions to Stephen for USA members if I do not know the answer (do not know if this is supposed to change because

Demeter report sounds like all communication with Lambplan is to go through the Program Director)

I. Provide Board monthly report to tie Accrual books to a Cash Deposit and Cash Books kept at ASI
    a. Current Accounts Receivable Balance
    b. Balance Sheet
    c. Invoicing
    d. Income Received
    e. Deposits Made
J. Garland's Reports Programs
    a. Communicate with Garland on what a category of sheep wants in their report creation program
    b. Test the program to see if I can make reports and send feedback to him
    c. After able I run test reports and send them off to be reviewed by Breed Group Representative
    d. Run the reports for Terminal, Range now on the monthly schedules they have chosen
    e. Send them off for approval before posting to the website
    f. In the future also run the Maternal and Hair Reports for those groups. (Maternal still has problems)
K. Website
    a. Maintain new website with assistance of website committee input
    b. Add new breeds as needed
    c. Add new members to the breeders maps
    d. Add the reports to the website after
    e. Maintain website connected email addresses
L. Member vs Active Paid Member List
    a. Tracks enrollment by year paid for each member
        i. This may not seem like a complex thing but is not straight forward
            1. Old Range flocks are allowed to be a year behind the rest of us
            2. We start recording enrollments received in November as enrollment for the future year
            3. "Members" as in Quickbooks are still called members, but may not have paid the current enrollment
    b. Tracks total enrolled in each breed
    c. Also used for the Breed detail needed to insert into the programs Garland created for Terminal, Range and Maternal reports. (Maternal not functioning correctly yet)
M. Be on Board Meeting Conference Calls
N. Be on the Website Committee
O. NSIP literature and displays
    a. Fill request for literature or displays for sales and meetings
    b. Store it
    c. Ship it
P. Attend any conventions, meetings, seminars requested by the Board