

**Agreement Between**  
**The North American Wildlife Enforcement officers Association**  
**(NAWEOA)**

**And**

**Marion Hoffman**

**I. Marion Hoffman agrees to serve as business manager of the International Game Warden Magazine (IGW).**

**II. The IGW Business Managers duties include but are not limited to:**

- a. Managing company finances** – keeping accurate and detailed financial records of all transactions (deposits and withdrawals) involving any IGW bank accounts and reconciling the monthly statements.
- b. Managing NAWEOA and IGW sales transactions generated through PayPal** – transferring monthly revenues to the IGW and NAWEOA checking accounts, forwarding NAWEOA merchandise orders and shipping details to the Promotional Sales Coordinator(s), and providing the NAWEOA Secretary with a detailed report of all NAWEOA sales generated through PayPal for each month's transactions.
- c. Meeting and/or corresponding with the NAWEOA Accountant as necessary** – providing the accountant with any information regarding the business such as, financial reports, invoices, and/or receipts necessary for tax preparation.
- d. Ordering/purchasing any items or services deemed necessary for daily operations of the IGW business office, subject to policy guidelines** – such items include, but are not limited to: office supplies, reminder cards, printer ink, checks for the bank account, postage, internet service, phone expenses, etc. *The IGW Committee and/or NAWEOA Board must give approval for any purchases over the amount of \$200 US Dollars.*
- e. Notifying the IGW Committee of any situations that may need to be addressed by the Committee and/or NAWEOA Board.**
- f. Providing the IGW Committee with a work report containing a summary of all duties performed within a two-week period, the hours incurred, and the cost of labor.**
- g. Providing the NAWEOA Board with detailed financial reports for both the winter and summer executive meetings.**
- h. Maintaining an accurate and current database containing all pertinent information for each subscriber to the magazine** – names, address, expiration date, subscriber identification number, payment information, etc.
- i. Invoicing individual subscribers and associations upon the expiration of their subscriptions** – sending renewal cards to individuals and invoices to associations per the guidelines under the "Subscription Renewal Notices" section of the IGW policy manual.
- j. Processing orders for subscriptions, back issues, and IGW merchandise** – accepting payments on behalf of IGW for these items, updating any corresponding payment information within the IGW

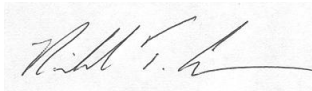
database, shipping back issues and merchandise, etc. The business manager also agrees to follow up on any declined credit card transactions or returned checks.

- k. Handling all customer service correspondence** – via snail mail, email, and phone.
- l. The Business Manager agrees to represent IGW at the annual NAWEOA Conference** – responsibilities include IGW booth operations, attending the Executive Meeting and presenting detailed financial reports to the NAWEOA Board, and addressing the general membership meeting with a brief presentation.

**III. In return for these duties, NAWEOA agrees to:**

- a. Provide payment to the IGW Business Manager at a rate of \$12 per hour.**
- b. Provide annually, NAWEOA summer conference expenses to the business manager as outlined below:**
  - **Travel expenses, which includes airfare or mileage. Mileage is determined by the rate found in the current NAWEOA Policy Manual.**
  - **Basic conference registration fees. Any side trips or tours are the responsibility of the IGW Business Manager.**
  - **One hotel room at conference hotel, and if unavailable, nearest hotel with costs the same or at a similar rate to the conference hotel for a period of 6 days.**
  - **At the summer conference, the IGW Business Manager shall have meals reimbursed for three days only - one day en-route to the conference, one day en-route home from the conference, and for the executive meeting day(s) only. A maximum up to \$40.00/day may be claimed. Maximum allowable amounts for individual meals shall be: breakfast - \$8.00, lunch - \$12.00, dinner - \$20.00.**

**This agreement may be terminated in writing by either party, subject to 90 days notice.**



**01/31/12**

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**NAWEOA Representative      Date**



**9/18/11**

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**Business Manager      Date**