

ADMINISTRATIVE COORDINATOR

The main purpose of this support position is to ensure all administrative functions necessary to the success of the board priorities and mission of the organization are fulfilled. This position reports directly to the President and must be customer service oriented, as well as have good verbal and written communication skills. Works with President to gain understanding of her priorities for the year and supports them; Membership director to ensure quality, accuracy and timeliness of records information; and Treasurer to guarantee quality, accuracy and timeliness of financial information. Priorities are membership records database and financial accounting.

Duties and Responsibilities

- Collects all monies for dinner and breakfast meetings, scholarship donations from raffles, and all special events.
- Does all banking and credit card entry and deposits weekly.
- Pays all bills and issues checks to Board members weekly when a request for payment form is submitted.
- Provides deposit and withdrawal recaps for the treasurer weekly.
- Is responsible for ordering checks as well as credit card slips.
- Responds to all requests for information and mails out packets.
- Maintains accurate membership records in database, adding new members, updating information and adding critical member information as directed by the President and Membership director.
- Sends each new member a name badge, welcome letter, newsletter and orientation information within two weeks of joining.
- Issues replacement badges for current members when necessary.
- Issues renewal invoices to members one month prior to their expiration date.
- Works with the Membership director to resolve any membership issues or problems as needed.
- Ensures that lapsed members are removed from the active database and website while being maintained in the database.
- Produces membership reports as needed for the Membership director and her committee to ensure ongoing communication with members throughout their membership year.
- Fulfills requests for purchase of mailing labels as needed and in a timely manner.
- Retrieves, records and responds to all voicemail and email messages in a timely manner.
- Collects all mail at least twice a week from PO box and processes it in an appropriate and timely manner.
- Is responsible for changing and updating the recorded message when needed.
- Takes all reservations for dinner and breakfast meetings and generates a list of attendees for each meeting.
- Calls in reservation count to restaurant in time frame suggested by restaurant.
- Under the direction of the Communications Director, the Coordinator is responsible for providing accurate membership information in the preparation, layout and printing of the Membership Directory listing twice a year.
- Produces a membership database listing to be proofed by Communication Committee for accuracy before publishing.

- Any changes in information or formatting of the directory require the approval of the Communications Director.
- In charge of mailing out directory to members.
- Adds new members, makes corrections and deletes lapsed members from web site on a monthly basis.
- Changes, adds or deletes categories when necessary and working with Communication director. The Board must first approve of any suggested additional categories.
- Purchases postage for all mailings such as newsletter, membership renewal invoices, bills and information packets and mails out all items.
- Keeps accurate files and records for the organization including digital and hardcopies, and maintains and updates off-site backups of these records on a monthly basis.
- Orders and maintains all office supplies. This budget is under the direction of the President.
- Maintains all forms and is responsible for updating and having them printed, including the revision dates on all documents. Forms must be reviewed and approved by representatives of the Board before implementing use.
- Sets hours as approved of by the President for availability to members.
- The President will review requests for administrative support.
- May set specific office hours to honor member requests.