



# Administrator

**Committee:** Executive

**Board Term:** 1 year

**Position Term:** 1 year

**Time Commitment:** ≈8 hours/wk.

**Paid/Volunteer:** Paid Contractor

## ROLE SUMMARY

The Administrator is responsible for setting up board meetings, taking minutes, and keeping board members moving forward on their collective responsibilities as outlined in meetings. With the Executive Committee, the Administrator, ensures bills are paid and works in collaboration with the rest of the Executive Committee on account maintenance, ensuring signatories are up to date and that the financials are submitted for review on a regular basis. The Administrator owns website maintenance, member updates, membership renewal and a general understanding of how the system operates.

*The Administrator supports the board across the activities of the group and keeps in constant touch with other Executive Committee members for policy matters and to ensure that items are checked off.*

## EXPECTATIONS

- Sets up meeting, collects agenda items, creates and distributes agenda, attends and notates meetings, distributes notes and follows up on action items for monthly board meetings and two strategic planning meetings per year.
- Secures location and menu for strategic planning sessions.
- Pays bills monthly, annually, etc. depending on the service, reimburses expenses for Board Members, runs and distributes monthly financial reports and back up paperwork to the Treasurer.
- Answers Member phone calls and emails with stellar customer service.
- Keeps Membership contacts up to date in Wild Apricot.
- Tracks all passwords for various online accounts (insurance, phone, Wild Apricot, etc.).
- Organizes and keeps past paperwork/files and current files for accounting purposes.
- Works with World@Work to ensure payments for course revenue share are correct and timely.
- Attends First Thursday meetings and other events, sets up zoom sessions, takes notes or run zoom recording etc. when necessary.



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## REQUIREMENTS

- Organized, detail-oriented, customer service capable
- Ability to attend board monthly meetings, with onsite attendance as required
- Ability to manage money and in financial good standing
- An ability to observe and fill gaps where needed

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*Updated: December 2020*