# **CHAPTER ADMINISTRATOR POSITION RESPONSIBILITIES**

# **General Description**

The Chapter Administrator is responsible for supporting the general operations of the Chapter. Primary activities include all forms of member communications, Chapter publications, financial support functions, event facilitation, support of the President and Board in fulfilling their responsibilities, assistance in meeting Chapter requirements/deadlines as well as Chapter website update and maintenance. The Administrator reports to the President of the Chapter and communicates regularly with the President, the Board and committee chairs to meet the goals and objectives of the Chapter.

**TIME COMMITMENT**

<Insert Time Commitment>

# **RESPONSIBILITIES**

**Administrative and General Office Functions**

* Maintain a dedicated phone line and all phone calls and e-mails shall be returned within 24 hours.
* Provide general information to members and non-members as requested.
* Manage general administrative correspondence as directed by the Board.
* Submit reports on the Chapter’s behalf to MPI Global.
* File all required paperwork with the State of Origin and maintain appropriate insurance required for the organization.
* Maintain chapter calendar, including but not limited to MPI Global deadlines, chapter business plan, committee rosters, monthly events and programs, marketing deadlines, chapter volunteer nomination due dates and board report due dates.
* Retain files and paperwork from events and financial institutions.
* Order supplies for committees, as budgeted.

**Board of Directors**

* Serve as a resource for chapter information and statistics.
* Attend all Board and Executive Committee meetings and two annual retreats.
* Take and maintain accurate meeting minutes and distribute within one week of meeting.
* Calculate and provide statistics for Chapter metrics report.
* Collect and distribute as appropriate monthly Board Reports, documents, and Consent Agendas.
* Distribute Board meeting notices and manage attendance information.

**Meetings and Educational Sessions**

* Receive event registration online through Chapter web site.
* Compile and maintain a meeting registration list to include the following information: name, title, organization, phone, member status, payment method, check number, any credit or amount due.
* Verify registrant membership status to ensure proper payment.
* Obtain and track payments based on payment methodology.
* Create name badges for meeting attendees and speakers.
* Oversee the registration desk at Chapter meetings.
* Maintain a receipts report.
* Deposit payments in accordance with current practice.
* Provide registration data to the Board. Coordinate with Education Committee representative regarding attendance guarantees.
* Manage distribution and collection of membership surveys.
* Maintain and set up meeting registration materials and supplies (signs, badges, registration forms, receipts, etc.)

**Notifications to Chapter Membership**

* Field questions about Chapter membership.
* Routinely download current Chapter membership database for mailing/emailing purposes.
* Develop and email the Chapter newsletter to the membership.
* Review event fliers in conjunction with the responsible committee and Board Member for finalization. Submit fliers to the printer for final printing and mailing on an as-needed basis.
* Send individual event notifications to membership via email on an as-needed basis.

**Financial Functions**

* Maintain QuickBooks online and bank accounts.
* Collect monthly registration forms and fees, newsletter/web advertising and sponsorship fees.
* Oversee annual audit with Chapter selected CPA firm.
* Monthly reconciliation of bank accounts and distribute to appropriate committee members and MPI Global.
* Provide P&L and balance sheet to the VP of Finance monthly.
* Follow up on collection of outstanding invoices with second and third notices if needed, emails and phone calls as required.
* Ensure tax-exempt status has been applied and secure refunds when applicable.
* Prepare year-end reports.
* Review and reconcile MPI Rebate report.
* Prepare and make all bank deposits.
* Assist the VP of Finance in ensuring that all invoices have the appropriate approvals for payment. Communicate all outstanding receivables to Board on an ongoing basis.
* Serve as the Chapter’s “Card Administrator” initiating new credit cards for incoming officers and deactivating those of the outgoing officers.
* Work with Chapter leadership to develop future budgeting strategies that would aid the chapter in fiscal responsibility and cost savings.

# **Chapter Website**

* Work with VP of Communications to manage updates and logistics.
* Weekly content updates as necessary as directed.
* Ensure events are linked appropriately to the registration pages.

**Support**

* Keep historical records and files for the Chapter.
* Update official Chapter records as appropriate and posted as directed.
* Provide support to committees regarding solicitation letters, mailings, directory, etc.
* Coordinate with President and Facilitator to prepare materials for annual Chapter retreats.
* Maintain inventory of basic supplies. Inventory given to VP of Finance with monthly updates for items out and items received in if needed.
* Maintain process and coordinate with VP of Finance annual not-for-profit reduced postage status.
* Coordinate with VP of Finance to maintain annual State Incorporation status.
* Sponsorship tracking and fulfillment.

**Communications Committee/Magazine**

< Insert duties >.

**Advertising**

< insert duties >

**Annual Fundraiser and/or Gala event**

< insert duties >

**Other Duties**

< insert duties >