



AFP Aloha Chapter Chapter Administrator Detailed Job Description

GENERAL ADMINISTRATION

- Support the AFP Aloha Chapter with administrative headquarters in Honolulu, Hawaii. Office should include telephone with voice mail, fax, e-mail address, computer with Microsoft Office Suite of software, printer, scanner, copier, digital projector. Administrator must provide daily file server backup, broadcast email capacity and have access to the Internet.
- Provide a friendly and timely response to all telephone calls, faxes, email and routine correspondence from officers, members, prospects, corporations, suppliers, and others interested in the work of AFP Aloha Chapter, directing applicable inquiries, correspondence and messages to appropriate AFP Aloha Chapter officers or committee chairs. Follow up on suggestions and complaints by passing information to the appropriate officer, director or committee chair when necessary.
- The office will have hours for at least 20 hours per week. (Fax, voice mail, and email are available 24 hours a day.)
- Provide in-office files and storage for active files, forms, records and supplies used on a daily basis, such as stationery, working files, directories, and other publications, products, videos, etc. Store minimal hard copy records and other items as necessary.
- Provide routine copying and mailing support, and supervise high volume mailing and shipping services through an outside mail house.
- Negotiate for printing, delivery, credit card fulfillment, e-commerce, broadcast email, accounting, legal and other infrastructure services with our network of providers, securing the best quality and value for AFP Aloha Chapter.
- Maintain working supplies inventory and a stock of AFP Aloha Chapter letterhead, envelopes, business cards, stationery, brochures, etc.
- Be sure that new members are recognized in the newsletter, and forward new member information to membership and/or newsletter chairs.
- Act as liaison between the chapter office and international headquarters.
- Track and keep records regarding scholarship activity.
- Assist in nomination and election process for officers and directors as requested.

DATABASE MANAGEMENT

- Keep Dropbox content current.
- Maintain chapter records and files as directed.

- Maintain lists for board of directors and committees, and other lists as needed.
- Provide membership reports for conference calls and board meetings.
- Provide requested reports to designated officers, directors and committee chairs.
- Protect the security of membership data and enforce board regulations regarding the sharing of membership information.
- Update electronic membership directory quarterly.

FINANCIAL/ACCOUNTING SERVICES

- Receive and promptly deposit funds paid to the chapter for member dues, programs, conference income, advertising and donations.
- Process requests for reimbursement after they have been presented to and approved by President.
- Maintain checking and savings accounts, journals and ledgers and all information pertaining to these accounts, recording all deposits and reconciling bank statements. Monitor and maintain information regarding any investments, and manage funds according to AFP Aloha Chapter policies. Notify the treasurer of upcoming reinvestment dates.
- Keep general ledger according to AFP Aloha Chapter budget line items. Pay invoices in a timely manner as directed by AFP Aloha Chapter leadership.
- Process checks and credit card payments received, and follow up on bounced checks and credit card denials.
- Monitor any receivables and send out re-bill notices. Notify AFP Aloha Chapter treasurer about past due receivables.
- Collect and report on income from dues, advertising, events and other revenue activities. Provide general financial reports and other information to leadership following AFP Aloha Chapter events as requested.
- Assist treasurer in preparation of the annual budget as requested.
- Keep bank signature cards current.
- Assist treasurer or CPA retained in preparation of the annual audit and filing of annual IRS Form 990. Coordinate with AFP Aloha Chapter leadership regarding IRS correspondence. Mail out W9 forms and 1099 forms as necessary.

WEBSITE

- Keep Chapter Job Center current; maintain billing and all accounting for this enterprise.
- Recognize sponsors in a timely fashion.
- Create and post monthly newsletter on website based on timely receipt of materials from officers and committee chairs.
- Maintain a calendar of events, with appropriate links and deadlines.

BOARD AND COMMITTEE SUPPORT

- Maintain a current roster of officers and board members. Provide administrative assistance to officers, directors and committee chairs as requested. Schedule conference calls as needed.
- Provide board member manual to incoming directors, content to be provided by AFP Aloha Chapter Committee on Directorship.
- Make arrangements for and attend monthly and annual board meetings, including providing for call-in attendance.
- Email board agenda, previous month's minutes and requested items prior to meeting based on timely receipt of information. Bring additional hard copy sets to board meetings, and assist the chapter president with other meeting materials as needed.
- Assist secretary in distributing minutes to officers and directors.
- Provide monthly financial reports to chapter treasurer by the 10th of each month based on timely receipt of monthly bank statements.
- Assist president in preparation of the agenda and any other printed meeting materials. Assure that reports on financials, membership statistics, committee activities and conference planning are available. Meet with president regularly on phone or in person to discuss chapter administration and meeting needs.
- Provide support to committees by distributing information to committee members and maintaining records of committee reports and activities.

CONFERENCE AND MEETING SUPPORT

- Record all registrations received online, in the mail or via fax for all chapter events, including National Philanthropy Day.
- Provide pre-registrations lists as requested.
- Maintain lists of vendors and exhibitors, and work with committee to sell exhibit space.
- Maintain records of donations, gifts and sponsorships.
- Prepare attendee and exhibitor badges and assist in printing and delivery of handouts.
- Process refunds for cancellations made according to chapter policy. Prepare post-conference attendance report and financial report.
- Work with program chairs and venue managers to coordinate meeting space, food and beverage service, and audio visual equipment if needed.
- Record all registrations received online, in the mail or via fax. Note any special requirements of attendees, and fulfill special meal requests as needed.
- Provide pre-registrations list as requested. Supervise on-site registration and coordinate volunteers at registration desk.