

District 2 is looking for an administrator/secretary to assist with the annual meetings and carry out other duties throughout the year. There is an honorarium of \$1200 per year. Please see the job description below. If you are an organized person with experience in this area please contact:

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## ACBL District 2

### Administrator Job Description

- Prepare meeting package for 3 meetings held annually (Agenda Planning Committee, Annual Meeting of the Members, General Meeting of the Board of Directors)
- Send out notice of meetings to Directors and other participants at least 30 days prior to the meetings
- Gather reports for the meetings (i.e. President, Financial, Tournament Co-coordinator, etc.)
- Prepare agendas
- Prepare budget form for completion at meetings
- Send out approved budget to Directors after meetings
- Send out meeting package to board and other participants
- Take minutes at the meetings, share draft copy with directors, webmaster
- Keep a list of Directors representing each unit
- Keep a list of Unit Presidents and secretaries
- Notify ACBL and Government Consumer Services of changes in members and executive
- Distribute information during the year that is submitted to you
- Answer enquiries during the year and if needed forward to appropriate person to respond