

CHAPTER ADMINISTRATOR

Job Description

Web Management

Board liaison: Communications Chair

Update content

- post/remove job announcements (ongoing)
- post luncheon program/community call (monthly)
- maintain updated list of chapter events
- National Philanthropy Day page (annually)
- Other content included as needed
- Send/schedule email communications as necessary

E-Newsletter

Board liaison: Communications Chair

Content Gathered from Chapter Administrator (monthly)

- President's Message
- Monthly Community Call/Luncheon
- List of new/renewing members
- AFPOK! Campaign
- NPD
- CFRE
- Job Announcements
- Other Articles as necessary

Maintain e-mail list (ongoing)

- from AFP membership list
- from sign-in sheets, emails, calls, etc.

Design and send e-newsletter (monthly)

- Use MailChimp to create newsletter
- schedule mailing
- Track bounces, opt-outs

Manage registration pages/reports/online payments through Greater Giving

- Monthly Luncheons/Community Calls
- Audioconferences

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- National Philanthropy Day
- Other events as necessary

Send periodic e-mail announcements as requested (ongoing)

Database Management

Board liaison: Membership

Maintain mailing list (ongoing, at least once a month)

- Enter new people into database
- Update changes in membership from AFP website

Track lunch attendance

Track board meeting attendance (reflected in board meeting minutes)

Luncheons

Board liaison: Education/Programs Chair

Prepare for luncheons (monthly)

- Print sign-in sheets and receipts
- Print new nametags
- Take care of catering (placing order; coordinating drop-off)
- Confirm location/meeting room with organization donating space

Attend Luncheons (monthly)

- Arrive early to set up sign-in
- Staff sign-in table
- Take payments (cash, check, credit cards through Square)
- Remain through lunch

Board Meetings

Board liaison: President or Secretary

Attend board meetings (monthly)

- Prior to meeting, send minutes from previous meeting to full board
- Prior to meeting, send current financials to full board
- Type and send out minutes (monthly)

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Bookkeeping

Board liaison: Treasurer

Maintain Checking Account

- In QuickBooks:
 - Enter deposits and disbursements (as needed)
 - Reconcile Bank Statements
 - Enter budget for each fiscal year
- Deposit checks
- Keep copies of deposited checks and checks written from the chapter

Prepare reports for board meetings

- Budget vs. Actuals
- Balance Sheet
- Bank Reconciliation report
- Deposits and Disbursements report

Answer questions from board members regarding their budget areas and provide reports when necessary

Other Support Roles

Supervising Board Member: President or Chair as appropriate to role

General Administrative Duties

- Coordinate with Treasurer to pick up mail from PO Box
- Purchase supplies as needed
- Respond to questions from membership and others

Type/send to board annual planning meeting notes/minutes

Assist with National Philanthropy Day as needed

Assist with annual planning meeting as needed

Assist with grant applications and reports

Maintain AFP Oklahoma's chapter accord (annually)

- Deadlines:
 - Chapter Leadership: December 15 for the upcoming year's leadership
 - Full Accord application: January 15 for the previous year's activities

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Apply and submit for chapter's Ten Star Award (annually)

- Deadline: February 1 for the previous year's activities

File 990 and 1099s (annually)

- Obtain board treasurer's signature before submitting

Other duties as assigned