



## Sample Job Description – Chapter Administrator

- ✓ Attends all meetings (including committee meetings), takes and distributes Minutes
- ✓ Keeps Chapter accounts up to date
- ✓ Collects money and pays bills
- ✓ Prepares Treasurer's Report for each Management Board meeting
- ✓ Prepares Annual Budget
- ✓ Prepares Annual Report for presentation at AGM
- ✓ Arranges for annual audit of account book by Chapter member
- ✓ Handles membership enquiries and applications
- ✓ Orders supplies and stationery
- ✓ Arranges facilities, speakers, etc **as directed by the Programme Chair**
- ✓ Prepares and distributes notice of meetings
- ✓ Sends Friday news to Chapter members who are on e-mail
- ✓ Sends quarterly news to Chapter members not on e-mail
- ✓ Keeps updated list of members and candidates
- ✓ Monitors use of designations and advertising standards
- ✓ Encourages student and candidate members
- ✓ Keeps in touch with prospective members
- ✓ Arranges tutorials for student members as required
- ✓ Notifies VREB and VIREB of new CRES and FRI members
- ✓ Monitors education programs (keeps candidates and students informed)
- ✓ Arranges facilities for Management Board meetings
- ✓ Handles Chapter correspondence
- ✓ Keeps track of CPE credits and reminds members to keep up to date
- ✓ Handles registrations and collects money for general meetings and events
- ✓ Notifies REIC re: membership changes
- ✓ Sends Minutes of Management Board and General meetings to REIC
- ✓ Maintains chapter records and compiles Yearbook for National Conference
- ✓ Assists with interviews for candidates and membership applications as required
- ✓ Attends regional and national meetings as required
- ✓ Assists all Management Board members as required