

Job Description: Executive Administrator

Revised July 30, 2017

The League of Women Voters of Tarrant County is a non-profit, non-partisan organization made up of members and community volunteers who carry out its mission of educating voters about issues. The local League is part of a state and national organization. The League is operated by the board of directors, primarily through volunteers, with the assistance of a part-time Executive Administrator (formerly referred to as Office Administrator). League activities include community forums, publishing Voters Guides, holding candidate forums, registering voters, assisting with Naturalization Ceremonies, seeking donations, holding fundraisers, and so on.

Major job responsibilities include:

1. Provide administrative support to the Board of Directors:

- Send out agenda and Board minutes one day before each Board meeting, upon instruction from the President. Set up table for Board Meeting if applicable.
- Ensure the Secretary's minutes are filed following each meeting.
- Complete other tasks requested by Board members or committee chairs, as scheduled by the President or board-appointed supervisor, including but not limited to drafting letters, designing brochures, preparing lists of candidates, emailing press releases, copying handouts, preparing name tags, name tents and programs, preparing mass mailings, etc.

2. Newsletter: Prepare the *VOTER* newsletter monthly by editing and disseminating the newsletter on schedule:

- Issue reminder notice of *VOTER* deadline to board members and other contributors one week before the designated deadline. Date of release of *VOTER* is to be determined at the first Board Meeting during the summer.
- Edit information provided by individual board members or other contributors.
- Design each issue in accordance with master layout, design cover announcing upcoming events, and use graphics as appropriate.
- Be aware of current issues and various information the League receives in the mail to include in the *VOTER*. Keep in master folder in desk drawer until used in *VOTER*
- Ensure accuracy of names, donors, and event dates/time/locations. Maintain updated Office Calendar.
- Disseminate *VOTER* to LWVTC membership as well as designated state officials (sl@lwvtexas.org) in a timely manner by U.S. Mail or email. Post to LWVTC Website
- Ensure a copy of each issue is archived with historical records. File a copy in designated folder in Filing Cabinet.

3. Membership: Maintain accurate membership records, including:

- Maintain accurate online membership records for LWVUS to assure each member receives national and state mailings and to ensure LWVTC pays Per Member Payment (PMP) only for current members.
- Review monthly LWVUS Leaders Updates for current instructions about membership records.

- Send current LWVTC membership list monthly to the Membership Chair and Board President prior to board meetings if requested or if major changes occur.
- Enter new member information onto local and LWVUS membership list.
- Mail information to prospective members; send U.S. Mail and Email renewal notices to current members. Prepare renewal notifications 1st of each month. A letter is to be sent to members whose renewal comes due in the next month, an email second reminder is to be sent to those members whose renewal is due the current month, and a call list is sent to Volunteer Corps Chair, if currently appointed, for telephone contact with those whose membership expired prior month. If no Volunteer Corp chair available, email a final reminder. Members whose membership expired two months prior to current month who did not renew are to be designated “inactive” on both local and national rosters.
- Send New Member Packet by mail if requested to do so by either Volunteer Corps Chair or new member. Record returned skills on the skills portion of membership spreadsheet and add to Committee List if applicable.
- Prepare membership display and brochures, as requested, to take to local fairs and events.

4. Web site

- Maintain web site updates; includes web calendar, posting *The VOTER* newsletter, and posting new information as it becomes available.

5. Finance

- Collect and deposit all checks received.
- Transfer funds paid via PayPal.
- Create financial vouchers for all receivables.
- Write checks for all incoming invoices as approved by Treasurer and/or Board.
- Create financial vouchers for all payables.
- Post all income and expenses to QuickBooks.
- Balance Bank account to QuickBooks monthly.
- Keep original vouchers with all supporting documentation for Annual Financial review. These are to be filed in date order in 12 monthly file folders divided by Income, Expense and TEF. Include reconciliation reports for both Checking and Debit accounts at Bank in the file box. This file box is to be kept in League office and available at all times if required by Treasurer and/or Board
- Maintain file with copies of all vouchers and supporting documentation for a back-up. These are to be filed by QuickBooks account number and will be shredded after completion of Annual Financial review.
- Send Thank You and/or acknowledgement for all receipts
- Provide monthly financial report for Board Consent Agenda

6. Answer inquiries from the public (by phone, email, or in person) regarding the following typical types of issues.

- The voting process, including where to vote, how to change one’s address, where to obtain information about candidates. (<http://www.lwvtarrantcounty.org/voterinformation.htm>) (www.vote411.org) (<http://www.votetexas.gov/>) or (<http://access.tarrantcounty.com/en/elections.html>)

- How to contact an elected official. YEO (Your Elected Official) Brochure on LWVTC website Voter Information or www.sos.state.tx.us
- Where to get help with benefits, such as social security, child support, etc. dial 211
- Requests for speakers, booths at community fairs or moderators for candidate forums, etc. Forward all to President, President-elect, and Vice-President – Voter Services.

7. Maintain organized office

- Maintain library of League publications and brochures.
- Keep current information on questions people are likely to ask. Do research as required.
- Organize and order office supplies.
- Arrange for repair of office equipment as needed.
- Maintain efficient office work area, including information accessible to board volunteers.
- Maintain computer records. Files are backed up automatically to Dropbox account
- Maintain cordial relationship with landlord; notify League officials of any issues related to security, unsafe or unsanitary building conditions. See contact information on information board on office wall.
- Dust, clean, and disinfect office/meeting area as needed.
- Develop, implement, and maintain a monthly checklist of recurring administrative activities/duties.

8. Open U.S. mail/Emails and direct to appropriate League official:

- Pick up mail from Post Office. No longer accepting street mail at League Office building.
- Distribute financial information/bills needing immediate approval or response by the Treasurer by placing in office inbox and/or email.
- Notify President and other officers of emails and action alerts in a timely manner. Forward Action Alerts to VP-Program for instructions regarding forward of such to membership.

9. Fundraisers: Assist with the Year End Solicitation and Fund Raising Events including planning, logistics and implementation, which may include:

- Updating donor mailing lists and mass mailings to prospective donors.
- Work with the Fund Development committee as needed to update invitation mailing list, prepare invitation mailing, etc. as needed. Create and maintain spreadsheet to track reservations, payments and actual attendance as well as any expenses incurred.
- Provide staff support / responsible for Reservation Table / responsible for handling receipt of funds.

10. Educational: Assist with Education Events including planning, logistics and implementation, which may include:

- Updating mailing lists and mass mailings to prospective attendees.
- Work with the appropriate committee as needed to update invitation mailing list, prepare invitation mailing, etc. as needed. Create and maintain spreadsheet to track reservations, payments and actual attendance as well as any expenses incurred.
- Provide staff support / responsible for Reservation Table / responsible for handling receipt of funds and payment of any expenses relative to the event.

11. Annual Meeting: Assist President with preparation for Annual Meeting, including but not limited to:

- Gathering information from board members and using templates to prepare Annual Meeting Workbook by the due date prescribed in the Policy Guide.
- Create program for Annual Meeting
- Distribute annual Meeting Workbook to membership via email or U S Postal service if necessary
- Prepare name tags and take reservations.
- Deposit all reservation receipts, transfer payments made via PayPal and pay all expenses incurred regarding the Annual Meeting including the payment to the venue.

12. Voters Guides: Assist the Voter Services VP and /or appropriate chair with logistics related to preparing Voters Guides, which may include:

- Assist the committee if requested as they do their work of contacting Tarrant County entities, such as cities and school districts for lists of candidates who have filed to run for office. (The following activities are currently being done by the Executive Administrator with a modest amount of assistance by VP-Voter Services and committee.)
 - Prepare an accurate list of candidates for each race.
 - Enter and maintain accurate data for each race on VOTE411 software.
 - Prepare and send surveys to candidates, tracking or tabulating candidate.
 - Enter information regarding VOTE411 on line at League web site.

13. Community Education Forums: Assist the Program VP and /or appropriate chair with implementing community education forums on issues of interest, including:

- Printing a program of forum agenda, name tents, and name tags.
- Provide supplies for forum moderator, including cards for audience questions, etc.
- Send press releases as asked.

14. Publicity: Assist the Board of Directors and / or appropriate chair with publicity regarding League activities, which may include:

- Email press releases.
- Create and send eblast to membership and/or interested parties email list. Maintain current email addresses of all members and non-members in Yahoo and/or Gmail databases for such email correspondence.
- Notify League officials of media interests.

Policy items:

- The Executive Administrator will report to and be supervised by the President or a board-designated supervisor.
- Projects from League board members and committees will be vetted and prioritized by supervisor.
- Office hours will be set in cooperation with the Board-appointed supervisor.
- The Executive Administrator will NOT be asked to run errands outside of office hours or on the way to or from work.
- If Board members and/or committee chairs are working with the Executive Administrator on special events, they should make certain that the Executive Administrator is doing the work as a volunteer member to the League if not compensated for time spent as approved by the Board of Directors prior to service.

Skills and Competencies:

- Computer proficient in Microsoft Word, Excel, Publisher, Adobe Pro, QuickBooks and other programs.
- Comfortable working in a single-person, non-profit environment.
- Have the ability to be diplomatic with the public and League volunteers, members, and donors.
- Ability to work with variety of personalities.
- Ability to accept guidance and supervision.
- Flexibility to work on a variety of concurrent projects.
- Initiative and judgment in determining which issues need to be referred to a League officer.

Revised to include current duties, July, 2017 - das