

COCO CLERICAL ASSISTANT DUTIES: Administration--Coordination—Reporting

ADMINISTRATION:

- Collect and package committee reports forwarded by president or committee chairs for board meetings
- Prepares, with president or other officer's direction, hand outs for board meetings
- Acts as a central contact for information gathering and dissemination of resources received from outside organizations like AFP and NDANO. Post information gathered as identified by president and education committee chair.
- Ensures scheduled meetings and trainings are coordinated, organized and set up in a timely manner
- Prepares marketing flyer and press releases for trainings
- Sends promotional e-mails to targeted groups based on upcoming training as defined by Education committee.
- Sends invoices for sponsorships and membership along with a request to update primary contact information
- Updates web site as new information is available and as allotted time permits
 - Post information to keep members apprised of meetings and education opportunities

COORDINATION:

- Maintains member and prospect lists with levels of paid sponsorships in concert with Treasurer and Membership committees
- Maintains list of all trainings with sponsorships, location, and times as established by board and education committee.
- Compiles key databases of planners, prospective members as provided by members

REPORTING:

- Prepares updated membership, board contacts, and committee contacts as needed.
- Maintains communication log and reports information at board meetings