



Membership • Business • Leads

SCOPE OF WORK

The Executive Coordinator administers the ongoing business of the Association in accordance with the Constitution, By-Laws and established policies set by the board. The Executive Coordinator is responsible to ensure that all Association administrative affairs are effectively carried out.

Reporting directly to the Board of Directors, the Executive Coordinator will provide the following services:

Weekly Meetings

- Distribute information and relevant materials to the Members in advance of the meetings. (i.e. weekly broadcasts, special surveys, information updates etc.)
- Take responsibility for all aspects of planning the meetings (Coordinate with venue regarding guarantee #s, special set up requirements for craft speakers, coordination of on-site events).
- Welcome members and registration of their guests.
- Record, transcribe and distribute minutes of meetings in a timely fashion.
- Take the roll call of the attending members.
- Maintain a record of members who will NOT be attending meetings due to illness or vacation in advance of the meeting.

Administration

- Provide office facilities for the administration of the Association, including a phone, computer, photocopier, and fax and filing space.
- Supervise the coordination of approved programs, projects, meetings, sports and social functions of the association.
- Take responsibility to effectively communicate with general membership, as needed.
- Maintain an up-to-date membership database.
- Respond to potential member inquiries with appropriate information and maintain a record of potential member status.
- Coordinate new member welcome information.
- Coordinate new member introductions with sponsoring member.
- Provide membership “updates of roster” to members as needed.
- With President and Membership Chair, coordinate “New Member Orientations” as needed.
- Maintain accurate membership information on the associate website.

Administration cont'

- Assist in coordination of semi-annual membership roster.
- Assist in development and updating of new membership criteria, application and information backgrounder.
- Management of required Association collateral (forms, badges, plaques etc.) and annual inventory of same for financial audit purposes.
- Provide an accessible resource for members (manage inquiries regarding classification, attendance, membership and attendance) through telephone, email, fax and member visits.

Board of Directors

- Responsible for the planning and organization of the Board meetings.
- Attend the meetings, record and distribute minutes.
- Plan, organize and attend the Annual General Meeting.
- Provide an Executive Coordinator Report to the Board on a monthly basis, providing information and review pertinent association administrative business.
- On-going support services to various Board members and President in regard to their respective portfolios.
- Coordinate attendance letters to members (as directed by Membership & Attendance Director).
- Coordinate special requirements (annual Board of Directors photo, special motions, etc.)

Special Events

- Responsible for coordinating invitations, set-up, prizes and gifts for special events: VIP Day, Annual Garden Party, Annual Golf Tournament, Retailer's Night, President's Day among other events.
- Assist as needed in the coordination of other sports and social events.
- Personal follow-up phone calls to members to encourage and track anticipated attendance for on-site and special events.

Financial

- With the Association accountant, the Executive Coordinator will perform the following duties.
 - (a) Approve invoices for payment on a weekly basis.
 - (b) Coordinate distribution of monthly invoices and statements to members.
 - (c) Coordinate changes to membership billings to Association Bookkeeper.
 - (d) Track weekly luncheon billings and member chits.
 - (e) Deposit cheques on a weekly basis, ensuring they are properly recorded with bookkeeper.
 - (f) Follow-up on outstanding receivables (as directed by the Treasurer).
 - (g) Coordinate letters to members (90+) (as directed by the Treasurer)
 - (h) The transition of the book keeping will take full effect January 1, 2006.
 - (i) Monthly Statements for board meetings

Contract Renewal

Annual renewal option to be considered 90 days before contract conclusion as of June 1, _____ at which time the Executive Coordinator may submit a proposal for the following year. Notice of acceptance or rejection of the proposal by the OXA Board of Directors, will be required by September 1, _____.

Terms

The Monthly Management fee will be discussed at an interview and based upon experience.

Expenses such as photocopying and faxing will be invoiced at a flat rate of \$70.00 per month (plus GST). Additional expenses (such as parking, event supplies, postage) are detailed and itemized separately on the monthly invoice.

Management Fees and Flat Rate Expenses will be paid on the final day of each month, following advance submission of the LA Associate invoice. Additional expenses will be invoiced the following month as needed. Unusual expenses may be invoiced as needed during the month.