

Administrative Responsibilities 2017-18

OPERATIONS	PAID	VOLUNTEER	PAID	VOLUNTEER	PAID	VOLUNTEER
SERVICES	Club Administrator Wendi Buick wendi.buick@boulderrotary.org	Club Member	Bookkeeping Service Bettsee Gotwald accounting@boulderrotary.org	Treasurer	Outside CPA	President/Secretary
A. Attendance						
1. Record attendance	X					
2. Record meals eaten by AEs	X					
3. Record guest meals to be billed to members	X					
B. Financial						
1. Prepare, transmit and receive communications from members concerning quarterly bills			X			
2. Deposit of checks and cash in bank, with copies of checks sent to Bookkeeper for Database entry	X					
3. Receive, code, record and deposit income as agreed with BRC			X			
4. Provide recordkeeping/bookkeeping for Interact and Rotaract clubs, RCC, BNGRC and Roots			X			
5. Payment of expenses						
a. Receive and review invoices for Club expenses from vendors				X		
b. Calendar periodic expense payments			X	X		
c. Prepare checks for signature by President or Treasurer			X	X		
d. Transmit signed checks or Online Bill Pay			X	X		
e. Code and record expenses			X			
5. Disbursement requests from committee						
a. Receive disbursement requests and forward to Treasurer			X			
b. Approve or deny committee requests				X		
b. Prepare checks for signature by President or Treasurer			X			
c. Record expenditures in financial records			X			
6. Reconcile bank statements with Club records			X	X		
7. In conjunction with Grants Manager, maintain necessary records and prepare financial reports for District and RI grants.			X			
8. In conjunction with Treasurer and club accountant, prepare budget and financial reports as agreed.	See B-10 below					
9. Produce Form 990					X	
10. Produce Monthly Balance Sheet, P&L, Budget vs. Actuals, etc. for review by Treasurer			X			
C. Existing members						
1. In conjunction with the Secretary, maintain membership records	X					
2. Record attendance	X					
3. Provide reports concerning attendance as directed by club officers or Board	X					
4. Report any resignations or other significant communications from members to President or his/her	X					
D. New Members						
1. Forward names of prospects/transfers to President and membership committee	X					
2. Prepare membership packets (in conjunction with membership committee)		X				
3. Enter new members into appropriate BRC records	X					
4. Process new member enrollments through District and RI	X					
E. Meeting management						
1. In conjunction with Meeting Management Committee, arrange for storage and/or transportation of materials and equipment needed for Club meetings	X					
2. Be familiar with all aspects of room set up and take down	X					
3. Be familiar with audio-visual equipment	X					
4. Assist Meeting Management Committee in setting up and taking down room	X					
5. Coordinate with Guest and Visitors Committee to insure that necessary records are being maintained	X					
6. Assist President in communicating with caterer and facilities landlord	X					X
F. RiB						
1. Be familiar with software and interfaces needed to distribute RiB		X				
2. Assist editors in distributing RiB, as agreed		X				
G. BRC Website						
1. Be familiar with software and interfaces needed to update website		X				
2. Maintain website, as agreed		X				

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H. Board of Directors						
1. Attend Board meetings	N/A			X		
2. Assist President and Secretary in distributing agendas and minutes, as agreed						X
I. Boulder Rotary Club Foundation (BRCF)						
1. Transmit amounts intended for BRCF that are erroneously sent to BRC			X			
2. Assist Foundation in sending out cards and envelopes for birthday donations.		X				
J. Rotary Foundation (TRF)						
1. Handle any TRF contributions sent to the Club, as agreed.		X				
K. Fundraising events						
1. Provide services as agreed with President or Treasurer		X				
L. General administrative						
1. Assist Secretary and Treasurer with duties (above), as agreed	X					
2. Receive Club communications, and relay to appropriate office or committee	X					
3. Be familiar with hardware, software and vendors used by Club	X					
4. Maintain inventory, consult with Secretary, and order needed badges, pins, etc.	X					
5. Maintain general club records	X					
6. In consultation with President and Secretary, provide information required by RI, TRF, District	X					
7. Assist Committees as needed (Scholarships, Tech, Finance, Rotation Day, PPE, WSC, etc..)	X					
8. Pick up mail at PO Box	X					
9. Birthday Cards / Donation Solicitation letters sent out	X					