

RWF Administrator Duties and Procedures

Pay- \$16/hr (based on experience)

Hours- up to 350 a year, typical week is about 3-5 hours

Monthly

- Regular office duties such as phone, email, etc.
- Maintain records
- Meet with Board President as requested
- Process all incoming checks as per revenue flow chart
- Make deposit of all checks received
 - Copy checks
 - Complete a deposit slip
 - Deposit at State Bank
 - Record deposit in Quick Books
- Write grant checks from previous month
 - Write letter explaining the grant to the recipient
 - Send the check and letter out to contact person from the grant request
 - File check stub with grant request in binder
- Pay bills
 - Write check for all bills and send out
 - Staple check stub to bill and file in binder under which month the bill was paid
- Initiate transfers between bank accounts as necessary
- Reconcile all State Bank accounts
- Advise treasurer when all accounts have been reconciled
- Prepare monthly meeting agenda
- Maintain schedule of grants approved, denied, and remaining grant dollars available
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- On Friday prior to meeting (but no later than Monday) email agenda, minutes and grant applications to board members
- Attend board meeting and take notes (also tape record)
- Immediately following meeting prepare minutes
- By Monday following meeting, email minutes to Board President and Secretary for additions/corrections
- By Monday following meeting, email minutes with attendance report to Club Presidents and Club Secretaries
- Send thank yous to Anita Froegel, etc.

Quarterly

- Review and update RWF activities and schedule of events
- Prepare for executive committee meeting

Annually

- By July 1 update Club officers

- Arrange for current officers to be signatories on bank accounts
- Prepare for orientation
- Prepare for Annual meeting/avenues of service
- Send slate of officers to clubs for approval
- Mail thank you letters to all donors at end of calendar year
- Arrange for review and update of By-Laws
- Arrange for review/amending of Legalities
- Arrange for review of policies
- Remind clubs to consider pledges

As Necessary

- Notify clubs of open positions