

Rotary Club of Tacoma #8 Club Administrator - Position Description

Description and Summary of Responsibilities

The Rotary Club of Tacoma #8 is a membership organization focused on community service. The club has more than 112 years of history and tradition. The club is part of Rotary International and is the 8th oldest club in the world with about 220 members. The club is governed by a Board of Directors and enjoys volunteerism with community projects both locally and internationally. The club is well known in Tacoma/Pierce County as a forum for important business, political and community discussions drawing high level speakers on a weekly basis.

The Club Administrator is responsible for managing the day-to-day operations of the Club and Club office. They shall ensure that the administrative, bookkeeping, and clerical operations of the Club are in accordance with its Constitution and By-laws, direction from the Board of Directors and President, and guidance from Rotary International.

The Club Administrator is the full-time, salaried employee of the Club office, reporting to the club president, accountable to the Executive Committee of the Board of Directors. This is an Exempt position.

Principal Duties

- The Club Administrator shall always support, promote, and comply with the programs and policies of the Club as determined by the Board of Directors.
- Support the Board of Directors and Committee chairs in fulfilling the Club's mission and programs.
- Assist the President in their duties, and work closely with the President-Elect prior to their term of office.
- Recruit, train, and schedule volunteers to help with identified functions as needed.
- Oversee the collection of all monies for dues, meals (when necessary), advertising, and donations to the Club fundraising account.
- Support the Finance Committee in accordance with the Treasurer's Guidance and comply with all Finance Committee's Accounting Policies and assist in managing the club's financial status in a prudent manner at the direction of the Board of Directors based on an annual operational budgeting plan.
- Develop and communicate all reports and roster updates required by Rotary International. Ensure that RI semiannual dues are paid in a timely manner.
- Manage the organization of weekly meetings assuring that there are speakers, organized by the Program Committee and volunteers to support the presentations.

Board Expectations of Club Administrator

The Club Administrator shall:

- Utilize a management style that is compatible with a volunteer service organization.
- Serve as the primary support to the Club President, and to a lesser extent, the other Officers, Directors, and Committee Chairpersons. Assist the Club President- Elect in attending Large Club Conference. Draft and adjust agendas for board and executive committee meetings. Work with President to recruit and retain committee chairs. Support the President in developing a leadership Assembly to welcome and train committee chairs.

- Club Administrator must know the policies, regulations, and practices of Rotary 8, Rotary International and Rotary District 5020.
- Support the Tacoma 8 Rotary Foundation as requested and required.
- Provide administrative oversight of all office activities including supervision and retention of the Finance Manager and volunteers. They are responsible for maintaining all personnel files and supervising all Rotary #8 staff.
- Assist with the preparation and distribution of Board meeting materials.
- Coordinate and oversee the annual nominations and elections.
- Coordinate and oversee the annual awards programs, Lifetime Achievement, Rotarian of the Year and Community Service award. The Presidential citation is an award given at the pleasure of the President during the last meeting of the year.

Finance

- Follow financial policies as detailed by the Finance Committee's Accounting Policies.
- Submit to the President-Elect and Treasurer an annual office expense needs request for annual budgeting purposes to help prepare annual budget for approval by the Board of Directors.
- Oversee preparation of monthly financial reports by the Club Finance Manager.
- Work closely with the Finance Committee members to ensure sound cash control policies are being followed.
- Oversee the collection of all monies for dues, meals (when necessary), advertising, and donations to the Club foundation.
- Prepare Club monies for deposit in accordance with policies provided by the Finance Committee.
- Oversee the collection of dues, meal fees, donation contributions and advertising income; transmit all funds collected on behalf of RI.
- Ensure submittal of monthly financial reports to the Club Treasurer and quarterly financials for approval by the Board of Directors.

Fundraising

- Work with the PGG/Foundation committees to track and acknowledge gifts to the club.
- Oversee the distribution of annual charitable giving statements.
- Serve as the staff liaison to the auction committee assuring that all details will result in a successful event.

Membership

- Work closely with membership-oriented committees toward the common goal of maintaining membership quality and size.
- Prepare and publish the weekly newsletter (Gearshift).
- Ensure up-to-date record keeping and database maintenance of membership.
- Direct handling of correspondence related to the membership.
- Prepare new member certificates, and badges.
- Record and maintain member information in ClubRunner.

Meetings and Programs

- Secure venues for weekly luncheon meetings and special meetings (such as Galleyside); coordinate all of the elements needed to put on the weekly meeting including technical support services.
- Work with the Program Committee to confirm speakers and procure from them the data needed to publicize their appearance before the club.
- Prepare the meeting agenda.
- Monitor and promote projects and activities of all committees.

- Coordinate/assist with special events as needed.
- Ensure that meeting set-up and breakdown happens.
- Ensure that attendance is taken at meetings and recorded in ClubRunner.

Records

- Overall responsibility of Club records, database, files, attendance records, and reports related to the District and RI.
- Maintain records of historical importance.
- Maintain records that affect classifications, eligibility, payment delinquencies, etc. and report those changes or issues to the Board.
- Supervise and administer all functions of the Rotary Club of Tacoma including the maintenance of appropriate records and filing of reports as may be required by county, state and federal agencies and Rotary International.

Technology

- Ensure data on the Website is maintained and up to date.
- Oversee the Club private and Public Facebook pages are kept up to date
- Work with staff and board to evaluate and enhance office technology needs as appropriate.

Required Skills/Abilities

- Experience in managing the operational components of a multi-faceted non-profit business, including fundraising and program operations, and managing staff, volunteers, and board members.
- Working knowledge of computer equipment, general web content management, word processing, database management, and desktop publishing.
- Ability to adjust to changes within the workplace while maintaining continuity of activities and programs.
- Ability to resolve conflict in a positive manner.
- Ability to work a flexible work schedule, including early mornings, evenings, and weekends.
- Ability to write and speak clearly and concisely.
- Physical requirements of the job include talking, hearing, typing, lifting, sitting, standing, driving, as well as math and problem solving.

Reports to:

Board President

Working Conditions

The position is based in Tacoma and is office work i.e., sitting at a desk using a computer and/or phone for long periods of time, along with meetings and speaking events at a wide variety of venues. The position also requires some travel and a current driver's license. Accommodation can be made for this position for people who might need them.

Salary/Benefits

The Club Administrator is a full-time FLSA exempt position with a salary range that starts at \$60,000 or higher commensurate with experience. As a full-time employee, the Club Administrator is eligible for benefits described in the Employee Handbook, including paid holidays, and sick leave.