

Keystone State Reading Association

Job Description

I. Job Title: Administrative Secretary

II. Purpose Statement:

The Administrative Secretary will help KSRA to work towards our mission and improve our service to councils and members.

III. Organizational Position:

The Administrative Secretary is directly responsible to the President of the Keystone State Reading Association. The Administrative Secretary assists the President and Director of Membership Development in clerical duties related to completing the general business of the organization.

IV. Specific Duties and Responsibilities:

A. MEMBERSHIP - Performs duties related to KSRA membership in consultation with the Director of Membership Development.

1. Maintains membership records. Records shall include all information provided on the membership form.
2. Develops and distributes a monthly report of council membership by the last business day of the month.
 - The Director of Membership Development shall receive a copy of the membership reports for all councils.
 - The local council membership report shall be distributed to the council president and Regional Director(s) for the appropriate councils.
 - The IRA Coordinator shall receive a copy of all membership reports.
3. Reports shall be distributed via e-mail.
4. Develops forms for reporting membership information and finances in consultation with the Director of Membership Development, Treasurer, and IRA Coordinator.
5. Mails renewal notices at least two months prior to expiration date.
6. Mails a second notice to non-renewals within one month after the expiration date of membership.
7. Processes memberships within 10 days of the receipt of payment.
8. Distributes membership cards to individual members. Cards will include: name, councils joined, expiration date, and KSRA identification number.

9. Distributes the following items to councils:
 - List of current members
 - List of members who did not renew membership in the period from the last report
 - A printout of dues paid per member
 - A report of the amount of dues owed to the council
10. Submits to the Treasurer a monthly report of the amount of dues owed to each council.

B. BOARD OF DIRECTORS' MEETINGS - Perform duties related to KSRA Board of Directors' meetings in consultation with the President.

1. Prints name badges, name tents, and labels for folders for KSRA Board meetings.
2. Prepares rooming list from responses that will be sent directly to the Administrative Secretary.
3. Makes logistical arrangements for Board of Directors' meetings under the direction of the KSRA President.
4. Prepares the annual KSRA Directory and distribute the directory at the annual Leadership Conference.

C. MAILINGS – Perform duties related to the distribution of information in consultation with the President.

1. Prepares materials and mailings for annual KSRA Delegates' Assembly.
2. Generates mailings labels when needed for KSRA events as requested by appropriate KSRA officials.

E. REPORTING

1. Submits a monthly KSRA Work Log of time spent on organization business to the IRA Coordinator and KSRA Treasurer for review and approval.
2. Submits quarterly reports of KSRA financial information and membership by the last working day of December, February, May, and August. These reports shall be submitted to the President and IRA Coordinator through registered mail.

D. PROFESSIONAL

1. Participates in professional education opportunities (limit \$500/year). These opportunities must be appropriate job-related functions that have prior approval by the President and IRA Coordinator.
2. Attends KSRA June Leadership Workshop

V. Required Qualifications and Experience: The minimum knowledge, skills, and abilities required to perform the job.

- A. Outstanding organizational skills.
- B. Experience and knowledge of non-profit organizations.
- C. Ability to use current technology including a variety of computer programs.
- D. Professional and courteous communication skills.
- E. Willingness to work some evenings and weekends including attending the KSRA Board of Directors meetings and the KSRA annual conference.