

## **SAO Administrator – Detailed list of roles and responsibilities**

### *Membership*

- Serve as first point of contact for SAO; reply to email and phone calls promptly
- Accept membership renewal forms and keep an accurate list of membership payments
- Provide receipts to members for annual membership dues and annual conference fees
- Reach out to members who do not renew in advance of AGM deadline
- Send welcome email to new Suzuki Association of the Americas (SAA) members in the region
- Distribute one-pager to any Book 1 trainer teaching courses in Ontario or Quebec
- Provide membership list to SAA annually; contact any lapsed SAA members

### *Meetings*

- Attend two Full Board Meetings, two Executive Meetings, and one AGM per year
- Create and distribute agendas for meetings, working with the Chair of the Board
- Receive minutes after meetings; proofread and revise as needed
- Distribute official minutes and action item list to Board after each meeting
- Maintain numbered annual list of motions and archives of all Board records

### *Bookkeeping and Financial Records*

- Have knowledge of accounts payable/receivable and balance sheets
- Have ability to receive e-transfers and provide receipts for payment
- Provide summary reports of financial transactions to the treasurer once a month
- Prepare the financial statements for review and/or audit once per year
- Ensure that all expenses incurred are pre-approved by Executive

### *Newsletter and Advertising*

- Solicit articles from Board contributors for quarterly email newsletter
- Organize, compile, and edit article submissions along with editor
- Manage MailChimp newsletter mailing lists (members and affiliates); distribute newsletter
- Send invoices to newsletter advertisers; collect, deposit and record payments
- Work with Board to identify potential new advertisers
- Send bimonthly email bulletin to members with other updates and information

### *Scholarships*

- Alert members to upcoming scholarship deadlines
- Track and record all scholarship applications; acknowledge receipt of all applications
- Maintain records of all scholarship and bursary recipients
- Track all subsequent newsletter submission from scholarship recipients

### *Website and Social Media*

- Update teacher listings on website annually; add/remove teachers from website search
- Manage announcements on homepage and post any job advertisements to website
- Post regular updates on social media platforms; connect to affiliated groups on social media

### *Recordkeeping and Archives*

- Maintain documents in 'electronic Board binder', including minutes and agendas
- Collect, digitize, and label existing SAO hard-copy documents, including full Board meeting minutes, executive meeting minutes, AGM minutes, and motion lists from past years
- Make all documents available in electronic form via an agreed upon means of storage
- Assist with creation of an archive of SAO photos and/or audio recordings