

# 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
- Maintain the membership database
- Provide receipts to members for annual membership dues, annual conference fees, and ticketed events
- 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 the one page info sheet to any Book 1 trainer teaching courses in Ontario or Quebec
- Provide membership list to SAA annually; contact any lapsed SAA members
- Keep an up to date Membership Perks list, and actively investigate new perks

## Meetings

- Attend Full Board Meetings, Executive Meetings, and one AGM per year
- Attend monthly check in meetings to communicate regularly with the Executive team
- Work closely with the Chair of the Board to create and distribute agendas for meetings
- 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
- Communicate with the bookkeeper regularly

## Newsletter and Advertising

- Solicit articles from Board contributors for quarterly email newsletter
- Organize, compile, and edit article submissions
- Create newsletter draft for review

- 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 submissions from scholarship recipients

## Website and Social Media

- Update teacher listings on website as needed; 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

## Event & Conference Support

- Provide administration support for the conference team yearly (additional paid work)
- Maintain financial records, participants lists for the conference
- Support online events by setting up online registration and communicating with participants