

Part-Time Administrative Assistant Position Duties and Responsibilities - RCBA

Monitors e-mail account

Checks PO Box in Troy Post Office 2-3 times per week

Attends monthly meetings in person or via Zoom. Prepares agenda and distributes to attendees via e-mail prior to the meeting. Sets up meeting on Zoom. Prepares meeting minutes for Secretary's review and approval. E-mails prior month minutes and agenda to Executive Committee prior to meeting.

Uses Mailchimp e-mail program to send e-mail blasts to RCBA members. Updates Mailchimp program with accurate member e-mail addresses.

Maintains membership Excel spreadsheet with updated mailing addresses, phone numbers and email addresses. Also updates member contact information in Quickbooks and Mailchimp programs.

For Bar Association mailings: generate labels and deliver to printers for invitations to various events. Track RSVPs and payment information. Deposit checks for events in Pioneer Bank. Keep Treasurer informed of bank deposits.

Send out dues notices in December or early January. Track payments in dues spreadsheet and Quickbooks. Make bank deposits and inform Treasurer and President of status of dues collection.

Attend social events to check people in and collect payments not received by mail. Take minutes at Annual Meeting in June.

Assists in preparing CLE applications to CLE Board for approval. Keeps track of RSVPs to Bar Association CLEs. Submit required documentation to CLE Board after the CLE is held. Prepare Certificates of Attendance for CLE credit for attendees when approval is received.

Assists Executive Committee members with various other tasks when requested.