

Key tasks associated with the role of Office Administrator

(April 2023)

The Charity – The Trustee Board

- Maintain Communications with the Chair.
- Trustee Board Meetings. Agenda, Room Bookings, Papers, Minutes.
- AGM. Agenda, room bookings, Papers, Minutes, Nominations, Voting Papers.
- Annual Report.
- Insurance review.
- 'Microsoft Teams' admin for Key documentation as directed by TB.
- Nominated contact for Charity Commission mandatory returns, etc

Membership

- Oversea DSWA Membership Database, Subscription accuracy, initial email, post new members packs, Includes Corporate members and International Members.
- Central Office Contact point. (See 'Website' Key Tasks)
- Waller and Dyker editorial and Newsletter.
- 100 Club admin.

Branch support

- Information Requests both ways. Including: Meeting Papers. Member Information, Statutory Information.
- Year-end Financial Data, Insurance, Training Levy, Programme information.
- Central Office Contact Point. (See 'Website' Key Tasks)
- Escalation point to TB.

Financial Transactions

- Use daybook to Record Subscriptions, Branch transactions, Sales, Donations, other payments.
- Administer Bank Account, Cash, Cheques.
- Administer Pay Pal, Credit Cards, Cash, Direct Debits, BACS.
- Pay Outgoing invoices and other payments in conjunction with the Accountants and Treasurer.
- Maintain Petty Cash to agreed levels.
- Using electronic systems as requested by the Chair and Trustees
- Gift Aid claims

Website

- Ensure the DSWA Website is up to date. Factual Information, Programmes and diary days. Statutory Information, Meeting Records, Professional register, News.
- Process website transactions, Booklet orders, Merchandise orders,

Merchandise, Promotions & Events

- Stock ordering, within limits set by the Marketing group.
- Dispatch of orders.
- Shows, display boards

General Office Duties

- Office maintenance, stationery, cleaning Inc. windows, general daily upkeep,
- IT management,
- General correspondence.