

Beatrix Farrand Society Administrative Assistant Position Description

The Beatrix Farrand Society (BFS) Administrative Assistant is a year-around position reporting to the BFS Vice President.

The Administrative Assistant is responsible for PastPerfect (PP) data base management, including the following:

- Maintain membership and contribution information in PP database and record other relevant contact information as required
- Develop PP coding systems and generate PP contact lists and mailing as required
- Develop reports using PP data for Executive Committee and Board use. Provide reports in Excel format, as required
- Generate solicitations-- e.g. membership, annual appeal, special events-- issuing related letters or emails, as directed by the Vice President and/or working with an outside printing firm, as required

In support of the Board, the Administrative Assistant will:

- Issue meeting reminders to board members prior to scheduled meeting dates
- Issue requests to officers and committee chairs for reports to be posted on the BFS web site prior to scheduled meetings
- Follow-up to confirm attendance and requirements for post meeting lunches, ordering sandwiches and beverages as required
- Attend board meeting for the purpose of note taking, prepare meeting minutes for formal record keeping and electronic distributio to the board members and advisors subject to the review and approval of the executive committee
- Update board/ advisor/ employee/ independent contractor list and committee list as required

In addition to the above, the Administrative Assistant will:

- Keep office stocked with basic supplies such as print paper and printer toner, ordering photocopying and stationery as required
- Establish and maintain mail slots for key Board and staff members in the office
- Once the current office files are reorganized, maintain BFS file system

