**Services:** The Administrator will perform the following services:

* Check chapter email and respond or direct appropriately.
* Assist with monitoring and achieving IHQ report deadlines.
* Receive membership changes from national office and update email lists.
* Keep mailing list database up-to-date, staying diligent to build the non-membership data base as well.
* Send out membership information upon request, and work with Membership Chair as appropriate.
* Track luncheon meeting reservations, produce registration list and maintain history files, in coordination with the secretary.
* Track audio conference reservations and produce registration list for meetings.
* Serve as liaison with hotel meeting sites to provide headcounts and work with Programs Chair on other logistics as necessary.
* Administer all aspects of Jobs program to include keeping track of payments received and invoice others to ensure proper payment.
* Maintain website and act as liaison with IT companies for proper maintenance.
* Produce Chapter newsletter and work with Marketing Chair to ensure correct copy and approvals.
* Coordinate and schedule (e)mailings of meeting notices, last calls, and confirmations for meetings and special events**\*.**
* Mailings/emails to Board of Directors as appropriate.
* Maintain Board list and file pertinent documents (i.e. minutes, approved budgets, etc) on the website.
* Maintain electronic Chapter files.
* Make computer entries (QuickBooks) for revenue and expenses and produce monthly and quarterly reports for Treasurer, reconciling accounts on a monthly basis.
* Attend Board Meetings and planning retreats as invited and available.
* Assist in other aspects of chapter administration if both parties are agreeable and approved (such as Committee Chair assistance, special reports and analysis, etc.)

**Compensation:** $25 per hour beginning November, 2016. Mileage will be billed and reimbursed on a monthly basis at published State of South Carolina reimbursement rates. **Hours:** Contract will be written for no more than 8-10 hours per month. Extra hours require the approval (in writing) of Board President and special assignments will also require pre-approval by the Board President.