

AVCG
Administration Crew Description, Responsibilities and Tasks
New 2017-2018
(Updated 1/15/2017)

Purpose:

- The Administration Crew is responsible for maintaining records for club membership, income and expenses, and providing reports.

Goals:

- Create accurate and complete records for the AVCG Club.
- Provide reports and support to the Steering Committee.

Current Crew Members:

- Lead and 3 crew members.

Crew Leader Responsibilities:

- Provide the AVCG Officers and Steering Committee with reports of income and expenses and monitor adherence to the AVCG budget.
- Communicate assignments to Crew members.

Crew Member Responsibilities:

- Membership.
- Club records.
- Banking and finances.
- Reports for the monthly Steering Committee meetings.
- Annual budget tracking.
- Participation in four annual Renewal Fairs in January and February.
- As needed, modify the club's Constitution and Bylaws.

Tasks:

- Check club email account for inquiries re membership. Respond /Act on emails.
- Maintain the waiting list.
- Modify membership list and other documents as members join or drop out of the club.
- Deposit club dues and other income into the club bank account.
- Enter invoices, payments, and income into Quicken on the club's laptop.
- Create financial reports and statistics for the Steering Committee's monthly meetings.
- With input from Steering Committee, annually edit the Membership Agreement and Member Information Sheet.
- Lead the membership portion of the four annual Renewal Fairs.
- As needed, along with the Steering Committee, modify the club's Constitution and Bylaws.