

## **ANREP Executive Secretary Summary of Duties**

Last updated April 2020.

### **Manage membership rolls and communications**

1. Accept annual payments for membership dues and provide receipts to members
2. Regularly send out members' annual dues notices (~4 times/year)
3. Update anrep.org membership database, listserv and newsletter contacts
4. Work with President to send welcome letters out to new members.
5. Connect with state chapters to update the Membership directory

### **Facilitate General ANREP Communication & Correspondence**

1. Respond to general [ANREP@Anrep.org](mailto:ANREP@Anrep.org) email correspondence
  - a. Answer questions as able and forward general questions and requests for information concerning ANREP.
2. Deal with miscellaneous requests, etc. as needed
3. Manage electronic listservs and Constant Contact Newsletter contacts (adding, removing, editing participants, ensure content is appropriate)

### **Banking, IRS & Business Registration**

1. Deposit paper checks to banking account (mobile app is easy to use), and send receipt to member and ANRE treasurer
2. Manage PayPal account
3. Ensure that IRS papers are filed (accountant does this) & annual secretary of state fees are paid

### **Miscellaneous tasks**

6. Work with the ANREP webmaster to ensure the website (anrep.org) is updated and current.
7. Assist committees with assignments as requested and relevant to the duties as assigned by the Board.
8. Schedule web-based monthly meetings
9. Recordkeeping- Keep original records/act as historian of the organization.
10. Create a quarterly invoice for payment for Executive Secretary duties.

Approximate time needed per week to keep association business going: ~20-25 hours per month.