

Sample Job Description

Position Title

Administrator

*- Paid or unpaid, attorney/Inn membership not required-**

Position Impact

- A permanent administrator has been found to be a great value to provide stable and consist administration of the Inn - time commitment 6-8hrs per month **

Position Responsibilities

The Administrator can perform many or all of the responsibilities of the Secretary-Treasurer:

- Keeps the membership rolls, gathering necessary information from new and returning members.
- Keeps attendance records for each meeting and brings attendance problems to the attention of the Membership Committee Chair.
- Conducts the annual election of officers according to the procedures set forth in the Inn bylaws.
- Submits leadership and member information to the American Inns of Court Foundation according to the schedule set forth by the Foundation.
- Bills and collects member dues according to the schedule set forth by the Executive Committee.
- Manages the Inn finances and bank accounts, reporting on the Inn's financial status to the Executive Committee at each meeting. Deposits all monies collected, and pays all debts incurred, by the Inn.
- Prepares annual budget for approval by Executive Committee.

The Administrator also executes the following duties:

- Arrange for refreshments and food at meetings of the Inn and annual banquet
- Furnish staff support to the committee of the Inn
- Serve as an important contact point for the national office, making sure that leadership information and the roster are submitted on time

Qualifications

- The person in this position must possess a high level of organizational skills and an ability to work effectively with numerous other people on specific tasks.
- The person in this position must have some prior experience in basic bookkeeping, budgeting and financial reporting.

Commitment Required

Training

- The Administrator must meet with the Secretary-Treasurer to review the procedures, financial accounts and membership rolls.

■ The Administrator should review the Inn's self-evaluation to determine previous successes or challenges encountered in the position.

Responsible To/Responsible For

■ The Administrator reports to the Inn President.

* The Administrator need not be an attorney or member of the Inn. If the Inn is affiliated with a law school or a bar association, the administrator may be someone on the staff of the law school or the bar association. In some cases, the local Inn pays the person. The result is a more efficient operation that frees the Masters of the Bench from the minutiae of administering the Inn to concentrate on fulfilling the Inn's mission.

** When the administrative duties of the Secretary/Treasurer pass yearly from person to person, records can be lost and succeeding officers may not be able to follow previous procedures. For this reason, a permanent administrator has been found to be a great value.