

Northern Chapter VSCPA Administrator responsibilities:

- Maintain and respond to Chapter emails
- Respond to any Chapter inquiries
- Update and keep website current
- Put information on events calendar
- Work with meeting curator to obtain information for session (best if this can be done at least 8 weeks prior to the event - minimum 4 weeks)
 1. Put information on calendar
 2. Set up webinar/Zoom meeting
 3. Set up registration in Memberleap
 4. Send out invitations to members, VBOA prospects,
 5. Update information on the spreadsheet with pertinent information
 6. Host meeting/webinar on event date
 7. Run reports on attendance/polling questions
 8. Verify participants attendance/polling answers
 9. Send CPE certificates to those eligible (within 14 days after the event)
- Attend monthly BOD meetings (Zoom)
- Check POB (at least every 3 week) more during renewal time (located in Chantilly, VA)
- Process and send renewal invoices (mid April - April 30 timeframe)
- Attend meetings when in-person
 1. Work with event location to secure date and space
 2. Select menu for the session - typically, buffett style with service beginning about 20 mins or so before the session starts
 3. Prepare sign-in sheets and name tags for those attending
 4. Ensure all those who attend sign in - without this, unable to verify attendance
 5. After session, do the after meeting work - check attendance and send CPE certificates to eligible participants
- Generate sponsor invoices
- Make Mobile deposits
- Attend all SIG meetings (same requirements needed as Chapter sessions)
 1. Send necessary information to SIG leaders (Gov Con SIG specifically) within 72 hours after session if possible
- Update membership dues (prorated amount)
- Work with president to set yearly calendar for events (May/June time frame)
- Advertise the dates to members
- Work with VSCPA for Ethics class
- Send reimbursements to Treasurer
- Send items for payment to Treasurer
- Able to store Northern Chapter documents/projectors/table cloth
- Use SurveyMonkey for CPE evaluation
- Work with Maggiano's on meeting specifics
- Use Grubhub system to purchase evouchers for members for January Tax meeting
- Mostly remote work with some meetings in-person; flexible schedule deadline driven