

# **KCYM JOB DESCRIPTION DIRECTOR OF ADMINISTRATION 2025-2026**

**Job Description:** The Director of Administration shall keep an accurate record of all Business and Board of Directors meetings and sign all contracts.

## **List of Duties:**

1. **AUTOMATIC-** Chairman: Administration
2. **AUTOMATIC-** Member: a) Bylaws, b) Audit
3. The Director of Administration shall act as Recording Secretary at all meetings, keeping a correct report of all proceedings in books belonging to the Club.
4. She shall see that all Committee Chairmen file written monthly reports, when appropriate.
5. The Director of Administration shall approve the Director's Reimbursement Requests as requested by the Treasurer.
6. The Director of Administration shall make a motion to destroy the ballots of the Nominating Committee election in a written report at the Board meeting following publication of the committee members in the KCYM Newsletter.
7. The Director of Administration shall make a motion to destroy the ballots from the election of the Board of Directors for the coming year, in a written report at the board meeting, after they have been published in the Newsletter. See Bylaws Article V- Board of Directors, Section 3. Nominations and Elections, D. Elections and Article VII- Standing Committees, Section 3. Nominations and Elections of Chairmen, D. Elections.
8. At the end of the Club Year, the Director of Administration shall have the minutes of the Board of Directors, the minutes of the Business Meetings and Resolutions bound and stored in the library. Prepare an electronic copy for the Carolyn Farwell Fuller Memorial Library.
9. The Director of Administration shall discard minutes older than five years. (Motion adopted in 2021)
10. The Director of Administration shall file copies of the minutes and resolutions of all Board of Directors Meetings and Business meetings, Bylaw changes, Consent Agendas, Mid and Final year reports, Newletters and a copy of the Club Year Yearbook on the external hard drive containing the Club's Electronic Records.

# **KCYM TIMELINE**

## **Director of Administration**

### **2025-2026**

**Directorship/Chairmanship:** Director of Administration

#### **April:**

- Meet with your predecessor to learn about your job.
- Attend Incoming/Outgoing Board of Directors' Meeting.
- Attend Business Meeting.

#### **May:**

- Attend Installation Day Tea. Minutes from April Business Meeting will have been approved before the meeting, so they are not read. File approved minutes to the electronic records hard drive. The minutes of IDT are taken by the outgoing Director of Administration.
- Attend Joint Board Meeting. Read minutes from April Incoming/Outgoing Board Meeting. File approved minutes to the electronic records hard drive.
- Take and type minutes of JBOD. File approved minutes to the electronic records hard drive.

#### **June:**

- Attend the Board of Directors' Meeting. File May Joint Board Meeting approved minutes to the electronic records hard drive.
- Take and type minutes of BOD.
- Organize files for the new year.
- **Present motion to destroy minutes and original reports in excess of five (5) years.**

#### **July:**

- Attend the Board of Directors' Meeting. File approved June BOD minutes to the electronic records hard drive.
- Take and type minutes of BOD.

#### **August:**

- No Board of Directors' Meeting.
- Prepare Consent Agenda (All resolutions/motions from May JBOD, June BOD, and July BOD. File approved resolutions to the electronic records hard drive.

#### **September:**

- Attend Joint Board of Directors' Meeting. File approved July minutes to the electronic records hard drive.
- Take and type minutes of JBOD. Add resolutions/motions to Consent Agenda.

- Attend Reassembly Day Tea. File approved minutes and Consent Agenda to the electronic records hard drive.
- Take and type minutes of RDT.

#### **October:**

- Attend the Board of Directors' Meeting. File approved September JBOD minutes to the electronic records hard drive.
- Take and type minutes and resolutions.
- Attend Business Meeting. Read minutes and resolutions from RDT/Business Meeting. File approved minutes and Consent Agenda to the electronic records hard drive.
- Take and type minutes.
- Attend Fall Audit Committee meeting scheduled by the Treasurer.

#### **November:**

- Attend the Board of Directors' Meeting. File approved October BOD minutes to the electronic records hard drive.
- Take and type minutes and resolutions.
- Present motion to approve destruction of ballots electing Nominating Committee.
- Attend Business Meeting. File approved minutes and Consent Agenda to the electronic records hard drive.
- Take and type minutes.
- Attend Bylaws Committee meeting as scheduled by President Elect.

#### **December:**

- Attend the Board of Directors' Meeting. File approved November BOD minutes to the electronic records hard drive.
- Take and type minutes and resolutions.
- There is no December Business Meeting.

#### **January:**

- Attend Joint Board of Directors' Meeting. File approved minutes from December BOD Meeting to the electronic records hard drive.
- Take and type minutes and resolutions.
- Attend Business Meeting. File approved minutes from November Business Meeting and resolutions from December and January BOD meeting and Consent Agenda to the electronic records hard drive.
- Take and type minutes.
- Present mid-year report for Administration at Board and Business Meeting. File approved minutes to the electronic records hard drive.
- File all Final Reports from the Business Meeting to the electronic records hard drive.
- Review your job description and submit changes to the President-Elect.

#### **February:**

- Attend the Board of Directors' Meeting. Read minutes of January JBOD. File approved minutes to the electronic records hard drive.
- Take and type minutes and resolutions.
- Attend Business Meeting. Read minutes and resolutions. File approved minutes and Consent Agenda to the electronic records hard drive.
- Take and type minutes.
- Update job description and Timeline as requested by President-Elect.

#### **March:**

- Attend the Board of Directors' Meeting. File approved minutes from the February BOD to the electronic records hard drive.
- Attend Business Meeting. File approved minutes and Consent Agenda from the February Business Meeting to the electronic records hard drive.
- Take and type minutes and resolutions.
- Review your job description and submit changes to the President-Elect.
- Assist with Club Commitment Day as requested. Decorate and staff Administration table. Bring food and drink.
- Prepare a working notebook (Flash Drive) to pass on to your successor.
- Turn in Blue Book as requested by President-Elect.

#### **April:**

- Meet with your successor.
- Submit all service hours and expenses.
- Attend Incoming/Outgoing Board of Directors' Meeting. File approved minutes from the March BOD meeting to electronic records hard drive.
- Take and type minutes and resolutions.
- Present motion to destroy ballots electing Board of Directors at BOD meeting.
- Submit final report to the Board and Business Meeting.
- Attend Business Meeting. File approved minutes and resolutions from the March Business Meeting to the electronic records hard drive.
- Take and type minutes.
- File all Final Reports to the electronic records hard drive.
- Submit article for President's Report.
- Attend spring Audit Committee as scheduled by the Treasurer.
- Verify all Board of Director's and Business Meeting minutes, Consent Agendas, Midyear Reports, Final Reports, Treasurer's and Financial Reports, Philanthropic Fundraiser Reports, Newsletter copies as well as a copy of the Club Year yearbook are filed on the electronic records hard drive.
- Prepare