

ADMINISTRATIVE TASKS LIST

Last Update: May 2024

8 hours with variable periods of intensity.

Together: On Mission

Annually

April: Create and distribute donation receipts (if not done when donations received)

May: Seek donation from app developer's foundation

May: Annual Member Workers Census

June: Work with Executive Team to prepare Annual Budget

July: Annual Subscriptions (rates updated as necessary according to census data)

July: End of Financial Year reporting + Performance Report (Charities Services report)

August: Start Independent Financial Review (prepared in time for annual report)

October: Annual Report ready for distribution to members

November: Archive annual accounts and filing up to previous year's end (June 30)

November: Assess insurance needs and re-insure with insurance brokers

December: Charities Services reporting submission deadline.

Six Monthly

GST Reporting (July and January)

Events (occasional as directed, incl. AGM)

— Invite speakers

— Set date(s)

— Secure location

— Develop registration site, registration process, cost collection, promotional material

— Promote event (BULLETIN news, NZ Christian Network news, special invite MI members)

— Prepare final registration list, name tags, koha for speakers, refreshments, etc

— Ensure on-site tech (audio, projection, Zoom, etc) is provided and working

— Arrange voting means if AGM.

Three Monthly (more or less)

MI Council Meetings: Feb or Mar (strategy), June (budget), Oct or Nov (AGM)

— work with Chair/Secretary to create and distribute agendas (incl. Zoom ID)

— provide morning tea and snacks for meeting

— set up Zoom equipment for distance participation

— take minutes and distribute to Council members when ready.

Monthly

Reconcile all income and expenditure not yet reconciled

Download Investments Report (as at end of previous month)

Notify CATAS accounting services with Investment Report to produce monthly reports

Download & Save reports to Treasurer's folder in MI G-Drive

Maintain Stripe/Paypal as necessary

Create and distribute (new style) BULLETIN newsletter (via Mailerlite)



Generate invoice for Discount Fuels commission
Purchase office supplies when needed
Update Accommodation List as necessary
Update Website Directory as necessary (ask Jay at Mutuality to action).

Weekly

General email enquiry communications
Check answerphone messages
Check mail
Filing as necessary
Invoicing as necessary
Process & reconcile income/expenditure
Create and distribute donation receipts (if not left for after 31 March)
Reading missions literature to extract information of interest for MI Community (or Director).

Variable

Troubleshooting office, finance, banking, IT, communications, etc.
Any administrative assistance required by the Director
Vehicle maintenance if applicable
Meetings with Director/Executive Team/Council as necessary
Seek possible bulk-discount/commission opportunities that may benefit members
Connect with InterChurch Bureau re: any governmental changes likely to affect members
Liaise with member agency administrators regarding trending areas of mutual concern (tax, employment, charities law, health & safety, etc.)
Create/maintain online repository of templates, policies, and other documents of interest to members.
Convene administrator's meetings as required to discuss common concerns.

Additional

World Prayer Guides (if continued by MI): Muslim (Jan), Buddhist (June), Hindu (Oct)
— receive master files from creators and edit for NZ (Adobe design expertise required)
or...
— receive PDF from creators and supply as-is (US spelling, no NZ ads)
— upload PDF to NZ servers
— update website & promotional graphics, links, and order forms as needed
— promote availability to mail list & ask agencies to promote too
— if printing (e.g. 30 Days): liaise with printer, set price, distribute orders with invoice for payment
— if donation appeal: process donations.