

IFMA Administrator Role (Orlando)

Board of Directors Meetings

- Attend Board meetings
- Coordinate RSVP's and send out notices and agendas
- Order food and beverages
- Maintain minutes book
- Prepare information needed for Board meetings-reports, etc.

Monthly Luncheon Meetings and other events

- Contact speaker to firm up details and send speaker check list to speaker.
- Create event meeting and registration form via Constant Contact
- Take all RSVP's for event, prepare list and send to Membership chair
- Prepare Agenda for the meeting
- Call in number of attendees to meeting site
- Prepare and maintain nametags
- Prepare gift for speakers
- Maintain attendance records for each event
- Manage registration desk and generally all on site meeting coordination
- Bring Projector to meeting along with IFMA Marketing materials
- Invoice all no shows, process credit cards
- Reconcile money after event/produce recap to share with program chair/treasurer
- Make deposits
- Set up CFM Roundtable Webinars-sends invites
- Creates sponsorship signs and gets printing done

Membership

- Handle inquiries via phone and email about membership. Send documents to prospective members.
- Email new member info to new members
- Maintain a local database of all members in categories of business
- Update Membership on Line Directory on monthly basis
- Process new member applications (if they have not done on line themselves)
- Send reports of new, expiring members, membership breakdown ratios report to membership chairs to share at Board meeting

Newsletter (bimonthly)

- Create an on line newsletter with material submitted by Newsletter chair

Annual Golf Tournament (if doing one)

- Coordinates all RSVP's for Golf. Maintains all foursome names, sponsorship statuses, gift donations in golf database program. Keeps committee informed of status of event numbers.
- Help design marketing materials and send out via email and snail mail.
- Designs sponsorship letter to send to prospective participants
- Order all materials for events- signs, gifts, trophies, etc.
- Takes meeting minutes at committee meetings and distributes to committee
- Works with Golf pro in finalizing numbers
- Takes all materials to Golf course day before so staff can place out on course
- Coordinates registration desk and on site event coordination
- Prepares Agenda for golf presentation
- Tracks payment from golfers and sponsors and prepares final financial spreadsheet

Miscellaneous

- Reviews website and submits updates/changes to Webmaster
- Checks IFMA P.O. Box
- Assists with Recertification package
- Communicates with IFMA International on conference calls, new ideas to better association, etc.
- Attends Social committee meetings when needed .
- Review website and send in updates to webmaster
- Participates in any committee that assistance is needed
- Create surveys for membership when needed

Contracted for approx 40 hours per month for Orlando chapter (does all duties above) and approx 20 for South Florida chapter (does a portion of above).

I have found it to be helpful to have a background in marketing, communications, event planning, some accounting. Good organizational skills. Knowledge of website design/maintenance.

Facility management background and/or association management would be plus!