



International Association
of Business Communicators
Pittsburgh

VICE PRESIDENT, ADMINISTRATION – Role & Responsibilities

The Vice President of Administration shall:

- Record the minutes of the board meetings and distribute meeting notices
- Manage daily bookkeeping and finances (with the Treasurer)
- Handle all planning logistics for board meetings
- Send information to prospective members
- Maintain all secure, proprietary chapter databases and serve as main liaison with post office mail
- Manage event registration, coordinate with other Executive Committee members for onsite registration activities, badge creation, and list generation
- Perform other administrative duties as necessary or requested by the Executive Board

Term Length: 2 consecutive years, with each term year running July 1 – June 30

Must be an IABC member? Yes

Election: Voted by chapter membership on annual slate of board officers