



Charity Number: 250038

DUTIES OF MOTHERS' UNION DIOCESE OF LEICESTER ADMINISTRATOR

The duties of the Administrator are:

1. Attend and take minutes at all meetings of the Trustees, Diocesan Council and the Finance & Administration Group.
2. Prepare and send out all minutes, agendas and reports relevant to the Trustees, Diocesan Council and the Finance & Administration Group.
3. Arrange all meetings of the Trustees, Diocesan Council and the Finance & Administration Group. Book the rooms for meetings at the beginning of each year, including those for meetings of the Deanery Leaders and for any other meetings requested by the Trustees.
4. In collaboration with the Trustees, prepare and arrange printing of the *MUspaper* newsletter three times a year and arrange for collection/dispatch to all branches, deaneries, Diocesan officers and Diocesan Members.
5. Maintain the diocesan and central databases of members and officials.
6. Maintain diary dates for the diocese.
7. Attend to all incoming mail, telephone messages, emails, etc.
8. Keep records of outgoing correspondence.
9. Record and bank income received. Send bank deposit records to the Diocesan Treasurer via email.
10. Pay all invoices when received. Ensure that two people sign all cheques.

Duties of Mothers' Union Diocese of Leicester Administrator January 2020

11. Keep records of all income received and expenditure made and pass to the Treasurer regularly.
12. In collaboration with the Treasurer, send out Branch and Deanery Report forms.
13. In collaboration with the Trustees, make arrangements for Triennial Elections.
14. Any other duties as agreed with or required by the Trustees.