

## Administration Assistant Responsibilities at this time:

<Throughout the year>

1. Make and distribute kyu certificates
2. Confirm membership renewals
3. Take on small administrative tasks assigned by the secretary or president on behalf of the board.

<Once a year job>

1. Manage Dojo renewals and send out certificates.

<Through the year>

### **1. Make and distribute kyu certificates**

The secretary forwards kyu application forms and payment reports to confirm successful grading candidates. The admin assistant keeps a record of these, updates the database and sends out the certificates. The records are shared with the person in charge of the newsletter, the CAF President and CAF secretary every month.

### **2. Confirming membership renewals**

The secretary forwards payment reports. Then the admin assistant keeps a record of these and updates the database. sends a breakdown of the payments to the treasurer and sends the dojocho a confirmation of the renewal. The records are shared with the person in charge of the newsletter, the CAF President and CAF secretary every month.

### **3. Take on small administrative tasks.**

These are usually producing data and statistics for the board, reducing the workload of certain board members as needed, assisting with keeping records, etc.

<Once a year job>

### **1. Make a dojo certificate and manage dojo renewals**

The secretary forwards dojo renewal payment reports to confirm compliance. They also send forward certificates of insurance (COI) for each dojo. The admin assistant keeps a record of these, updates the database and sends out the dojo certificates and COI. Once the renewal period has ended, a report of how many dojos have paid and a breakdown of the membership is sent to the CAF President and CAF secretary.