

Coverage of APGSA Administrative and Fiscal Tasks for FY 2019

Approved by APGSA Board of Directors May 30, 2018

Top 5 Reasons to Outsource Your Administrative Needs

1. Finding the right employee can take a long time and there's no guarantee that you'll find one.
2. You don't have the time or means to go through the hiring process which can drag on for months, leaving a noticeable gap in your efficiency.
3. You don't have enough work to keep a full time employee busy and can't afford to pay an employee to find busy work.
4. Your office is too small to support a staff or you work from home and you're not ready to expand at this point.
5. You don't have the funds to support paying for vacation, insurance, and sick days which add up quickly for each employee you have.

1. Operations and Fiscal

Kate Scalley, KKS, Inc., Rowley, Mass.

- Assure APGSA Record Retention Policies are implemented
- prepare and submit reports to Mass. and Conn. Sec. of State, Mass. Attorney General, and IRS annually
- assure APGSA fiscal policies are implemented
- pay bills, record income and expenses in Quick Books; with Paychex manage payroll
- reconcile bank accounts
- prepare year-to-date and account balances reports for Board
- send invoices to members for dues and follow up on receipt of dues
- maintain Tech Soup and PayPal accounts
- prepare budget to present to Board, revise budget as needed.

a. Membership

Kris Petersen, Administration Solutions Group, Inc, Minneapolis, Minn.

- Work with Board officers to schedule, prepare agendas, and notify members about electronic meetings
- work with Board and planning committee to plan in-person meeting of members, implement financial assistance program
- keep database of members' updated contact information
- support work groups as needed
- work with Board lead to facilitate the implementation of web-based Learning Community webinars

2. Board of Directors Kris Petersen

- Schedule monthly Board meetings
- Prepare agendas with President, Vice president and Board input

- provide Board members with agenda materials a week prior to meeting
- Work with Board lead to hold Board elections
- Assist Board in determining its goal(s) and updating its strategic map

Contracting for the above services will allow the executive director to focus more directly on:

- Designing and implementing a plan to increase APGSA resources
- Developing strategic partnerships, collaborations
- Increasing member services