



# PETERBOROUGH NEW HORIZONS BANDS

## Office Administrator Position Description

### General Description

The PNHB Office Administrator is responsible for maintaining the back office of the organization so that those tasks that must be addressed are being taken care of.

### Contract

Paid as indicated in the signed contract and can play in concert bands without paying the dues.

### Reporting to

An assigned Board Director.

### Duties and Responsibilities

Follow the PNHB By Laws, Policies and Procedures.

Generally the duties are:

When	Topic
Do As Needed all year	Assist with keeping documentation current.
	Board Director / Officer change
	Admin for GroupsIO
	Obtain ad hoc insurance certificates
	Confirm all venue contracts on google drive
	Confirm the Board is addressing responsibilities
	Monitor who has keys
	Monitor voicemail
	Other duties as directed by the Board
Before Expiry Dates	Confirm subscriptions and memberships are maintained.
Monthly	Keep informed of Board activity and maintain "Organizational Information" document.
Before 1st week of each term	Print and distribute band lists for Band Reps.
Start 2nd week of each term, after that rehearsal.	Assist with membership tracking and collection of dues.



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September to November, January to May	Track room usage at Living Hope, inform Living Hope so an invoice for each month can be issued.
January	Send report to Entandem (SOCAN)
March	Property databases backed up and confirm insurance coverage is adequate
	Assist with next season contracts
May	Address any insurance changes before renewal June 1.

See the "Office Administrator Procedures" for specifically how tasks are done.

**Date Approved:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
PNHB President

**Signed:** \_\_\_\_\_  
PNHB Board Secretary

### Revision History:

Date	Description	Who
2025-7-17	Create	Bev Murphy