



MABA ADMINISTRATIVE SUPPORT STAFF

May 2022

The Meridian Area Business Association is the premier business networking chamber for the east side of Lansing, Michigan.

Our members consist of businesses and nonprofits in the greater Lansing area, specifically Meridian Township, Haslett, Okemos and East Lansing. We exist to support our businesses by ensure networking between our members.

Job Duties

MEMBERSHIP

- Process payments
- Prepare and make bank deposits
- Give bank deposit reports and receipts to Treasurer
- Add member to website if they did not join online
- Invoice monthly meeting sponsors and follow up
- Prepare agenda for monthly meetings

INVOICING

- Monitor invoices to current members one month prior to their renewal date
- Letter mailed to members after membership is lapsed for 30 days
- Sponsorships – monthly and as needed
- Events – as needed

WEBSITE/SOCIAL MEDIA

- Add/help new users with website
- Manage the functions of Wild Apricot Website
- Update monthly sponsors and post banner ad to website
- Post event and member announcements
- Update event calendar
- Take photos at events
- Manage monthly updates on Facebook (meetings, events, socials)

- Manage monthly engagement Facebook posts (memes, pictures from recent events, etc.) through marketing liaison
- Check and respond to emails and Facebook messages

BOARD MEETING DUTIES

- Attend and record minutes
- Prepare board member meeting packets including membership & renewal reports
- Report on administrative issues, member correspondence and membership stats
- Send reminder emails and consent agendas
- Provide follow-up meeting assignments and tasks to president
- Provide monthly reports to membership committee, including upcoming renewals, late payments, non-renewals & guests

GENERAL MEMBERSHIP MEETING DUTIES

- Responsible for coordinating monthly meeting sign-in through tablets and paper backup
- Take supplies including name tags, brochures, pens, raffle tickets, table signs, etc.
- Arrive 15 minutes early to set-up
- Be responsive to member questions and needs

OTHER DUTIES

- Pick up mail weekly from post office PO Box
- Respond to voice mails as needed
- Assist with taking payments at events as needed
- Coordinate marketing materials as needed for events
- Attend MABA sponsored events and support registration
- Other duties as assigned by President or board members

KNOWLEDGE, SKILLS & ABILITIES

- Proficient in Wild Apricot Website system
- Proficient in Quick Books
- Friendly and professional demeanor
- Effective verbal and listening communication skills
- Knowledgeable in social media platforms (Facebook, Twitter)
- Suggest and communicate improvements to processes, etc.

Contact mababiz@gmail.com with any inquiries or to send your resume.