

The role of the Administrative Officer is to provide administrative support for the Board of Regents of Section VIII. The Administrative Officer reports to the President Elect for financial duties and to the President for all other duties.

Time requirements for the position vary month by month. Day-to-day duties include:

- bookkeeping (MYOB)
- database management
- correspondence
- ad hoc needs that arise.

The heaviest time commitments relate to these key duties:

- preparations for quarterly Board meetings
- follow up from quarterly Board meetings
- preparations for upcoming ICD functions held at the time of ADA/NZDA conferences
- processing of annual renewal payments from Fellows (September/October)
- production of biannual digital newsletters (May/November).

*NOTE: IT support for the Board is currently provided by Fellow Ron Robinson. This includes postings on the Section VIII website, bulk emails to Fellows and production of biannual newsletters.*

The table below summarises the range of administrative systems used by the Section VIII Admin Officer.

| <b>Program/App</b>                           | <b>Use</b>  |
|--|---|
| <b>Adobe Creative Cloud:</b>                 |   |
| • InDesign                                   | Desktop publishing and page layout designing software (newsletters)   |
| • Photoshop                                  | Manipulation of images  |
| • Acrobat DC                                 | Manipulation of PDFs  |
| <b>Evolve</b>                                | Processing credit card payments   |
| <b>Facebook</b>                              | Communication with Fellows via social media   |
| <b>Flip PDF Plus (Flip Builder)</b>          | Interactive 'flipbook' format for newsletters   |
| • VIP Subscriber for Cloud Platform (add-on) | Required for storage of "flip book" versions of newsletters in the cloud                                    |
| <b>GoDaddy Domain:</b>                       | Domain name registration for website ( <a href="http://www.icdsectionviii.com">www.icdsectionviii.com</a> ) |
| • Email backup (add-on)                      | Backup of emails in the cloud   |
| <b>Google Account</b>                        | ICD account to access Google Apps   |
| • Google Drive                               | Document/file storage and sharing   |
| <b>IDrive</b>                                | Cloud backup and storage  |
| <b>Mailchimp</b>                             | Digital distribution via bulk email   |
| <b>Microsoft 365 Programs:</b>               |   |
| • Email Plus                                 | Not currently used (Outlook used for ICD emails)  |
| • Office (Word & Excel)                      | Not currently used  |
| • Webmail                                    | Access to emails when out of the office   |
| <b>Microsoft Publisher</b>                   | Production of various publications  |
| <b>MYOB</b>                                  | Bookkeeping   |
| <b>Netbank (Commonwealth Bank)</b>           | Management of ICD bank accounts   |
| <b>Password Safe</b>                         | Password security and management  |
| <b>Snapforms</b>                             | Online form builder   |
| <b>Survey Monkey</b>                         | Surveys of Section VIII Fellows   |
| <b>Weebly</b>                                | Website content management  |
| <b>Zoom Pro</b>                              | Virtual meetings  |