



ADMINISTRATIVE COORDINATOR REPORT 9-21-2023

Liz and I are currently sharing Admin and Financial duties as I learn the scope of Finance Coordinator .

I completed the Flash for each week of rehearsal and sent it out to all members. It included chorus business discussions, calendar reminders of our events, ladies leading our weekly physical warm-ups, and riser duty info. I forwarded Regional correspondence to the membership.

Liz is completing the Management Team's monthly minutes and completing RLC Financial Reports.

I collected dues, made bank deposits, handed out monthly invoices, & paid bills.

I attended the special Management Team meetings and sang at the Nuts Game.

Liz / Marlene