



ADMINISTRATIVE COORDINATOR REPORT 10-19-2023

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 and calendar reminders of our events. Since our numbers are much smaller, we no longer use risers or share physical warm-ups. I forward Regional correspondence to the membership.

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

I collect dues, make bank deposits, hand out monthly invoices, & pay bills.

Liz / Marlene