



April 2, 2016

The part-time Administrator reports to the President.

Administrator Functions

- Performs clerical level tasks of a confidential nature including but not limited to producing letters, reports, memorandums, etc. via computer; making copies, filing, distributing mail, etc.
- Communicates in a positive and effective manner with officers, clubs, members, and the general public
- Composes letters, memoranda; develops charts, graphs, and diagrams
- Answers telephone, takes messages and answers inquiries within assigned scope of responsibility
- Schedules and maintains calendar, allocates time
- Open, manage, and distributes mail
- Maintains files and limited financial records
- Answers, classifies, and distributes voice messages
- Prepares and expedites purchases and direct payments, etc.
- Maintains logs, activity reports, expense reports, leave records, other records
- Proofreads and edits
- Prepares reports
- Maintains and processes forms
- Orders and keeps an inventory of supplies
- Performs other duties assigned.

Required Knowledge, Abilities, and Skills

- Maintain a high level of confidentiality
- Provide computer(s), printers, and other office equipment
- Manage remote office, supervise and train other office personnel
- Communicate clearly and concisely in both written and oral form
- Perform clerical and administrative tasks quickly and accurately
- Coordinate daily activities and/or schedule
- Work independently and organize complex clerical tasks
- Ability to be flexible and adaptable in a variety of situations
- Excellent copy editing and proofreading skills
- Remain calm under trying circumstances and work with frequent interruptions
- Maintain various organizational systems needed
- Maintain efficient office procedures and a system for keeping track of requested actions and reports
- Type from rough draft and keyboard at an efficient rate of speed
- Meet strict timelines and perform multiple tasks
- Work harmoniously with individuals and groups
- Maintain financial records and make basic math computations quickly and accurately
- Skill and knowledge in the operation, use, and care of office equipment
- Knowledge of business English, spelling, punctuation and grammar
- Knowledge and proficiency in the use of technology (i.e. computers, word processing, spreadsheets, the Internet, perhaps database(s), and PowerPoint
- Accomplish work responsibilities with minimum supervision
- Knowledge and ability of record keeping methods, keyboarding, and preparation of correspondence
- Knowledge of the functions of the various parts of JCNA
- Familiarity and knowledge of the JCNA Bylaws and Politics
- Knowledge of alphanumeric filing systems, inventory control methods, and methods commonly used in training for acquiring clerical skills.

Activities

Administrative functions performed during the most recent 10 months include:

- Establish secure platform in Microsoft Office 365 for JCNA records and documents
- On-line Filing system
- Move JCNA Roster and related club membership records, files, and operations in the Cloud so that key is accessible in real-time
- Telephone system management and call selection options
- Telephone answering
- On-call analysis for President, Board, Executive Committee, and Committee Chairs
- Club and club officer communications
- Answering telephoned questions from JLR referrals of the general public; redirect technical questions to the Tech Line
- Create Jaguar Journal distribution and mailing lists
- Member communications
- Telephone reception, redirection, and transfers
- Invoicing
- Reviews of AP invoices prior to payment by Treasurer
- Email answers, responses
- Virtual mailbox management, operations, and distribution
- Order-taking for Jaguar Journal
- Bi-monthly At-Large Member renewal processing

Year-End Membership Summary: 2008-2015

JCNA Club Roster Counts: Year-End Comparison

Club	Club Name and Location, by Club Number	2008	2009	2010	2011	2012	2013	2014	2015
SW01	Jaguar Club of Southern Arizona	68	61	57	54	49	46	35	48
SW02	Jaguar Club of Central Arizona	77	77	91	86	86	87	82	90

SW03	San Diego Jaguar Club	182	186	182	181	184	200	170	202
SW04	Jaguar Owners Club (Los Angeles)	235	218	196	197	203	190	107	120
SW05	Jaguar Associate Group (San Francisco)	308	281	263	254	220	237	201	215
SW06	Sacramento Jaguar Club	44	45	48	45	46	42	32	46
SW07	Rocky Mountain Jaguar Club (Denver)	108	108	113	120	114	132	112	129
NE08	Jaguar Club of Southern New England (JCSNE)	120	111	125	124	135	143	118	128
SE09	Jaguar Club of Florida (Orlando / Maitland)	69	90	104	103	109	107	81	224
SE10	South Florida Jaguar Club (Ft. Lauderdale)	67	64	66	45	37	50	42	73
SE11	Suncoast Jaguar Club of Florida (Tampa Bay)	71	59	75	63	41	44	47	311
SE12	Virginia Jaguar Club (VJC)	47	47	49	62	66	65	60	112
NC13	Illinois Jaguar Club (IJC)	141	136	141	136	140	131	100	133
SC14	Jaguar Club of Mexico	36	44	46	54	56	52	56	52
SC15	Great Plains Jaguar Owners Association	7	8	8	9	7	6	5	4
SC16	Heart of America Jaguar Club (Kansas City)	55	46	42	49	54	60	47	47
SC17	Gulf Coast Jaguar Club (Baton Rouge)	0	25	27	31	30	30	28	112
NE18	Jaguar Assn. of New England (JANE)	218	231	243	206	283	303	265	286
NC19	Jaguar Affiliates Group of Michigan (Detroit)	145	126	129	123	139	139	129	130
SC20	Jaguar Association of Greater St. Louis JAGSL	96	86	79	80	85	92	80	83
SE21	Carolina Jaguar Club (NC)	140	123	138	149	161	166	139	163
NE22	Empire Division (Metro NY)	26	26	28	31	36	36	34	40
NE23	Jaguar Drivers Club Long Island	73	69	77	64	73	59	70	66
NE24	Jaguar Aficionados of Greater Buffalo	48	45	48	44	47	46	43	48
NE25	Jaguar Club of Central New York (Syracuse)	70	60	56	58	61	53	50	63
NE26	Jaguar Touring Club (New Jersey)	135	130	126	122	119	115	93	99
27	- Placeholder; there is no Club 27								
NC28	Jaguar Club of Ohio (Cleveland)	124	122	120	128	134	123	119	136
NC29	Jaguar Club of Central Ohio (Columbus)	51	43	53	60	68	62	52	54
SC30	Jaguar Club of Tulsa	51	38	30	31	27	25	29	29
SC31	Central Oklahoma Jaguar Association	67	61	59	57	60	59	58	67
NW32	Jaguar Owners Club of Oregon	123	104	94	89	84	95	66	90
NE33	Delaware Valley Jaguar Club (Philadelphia)	174	147	146	149	139	146	121	260
SE34	South Carolina Jaguar Society (Charleston)	25	19	22	44	32	50	53	52
SC35	Jaguar Owners Association of the Southwest (Dallas)	77	89	71	54	59	39	47	43
SW36	Jaguar Club of Greater Las Vegas	30	27	25	21	23	18	15	11
SC37	Jaguar Club of Austin	57	47	56	63	63	62	58	56
SC38	Jaguar Club of Houston	141	137	113	110	98	94	70	58
SW39	Wasatch Mountain Jaguar Register (Salt Lake)	38	33	27	22	28	30	29	23
NE40	Nations Capital Jaguar Owners Club	220	215	203	219	197	182	159	182
NW41	Jag Drivers & Restorers Club of NW America (Seattle)	166	158	163	161	164	184	144	128
NW42	Canadian XK Jaguar Register (Vancouver)	76	74	74	73	82	85	76	79
NC43	Ontario Jaguar Owners Assn. (Toronto)	244	225	203	191	179	160	97	128
NW44	Pacific Jaguar Enthusiasts Group	30	28	28	32	34	34	21	17
NC45	Jaguar Club of Pittsburgh (JCP)	132	138	122	122	112	119	75	82
SW46	Reno Jaguar Club	42	31	40	38	42	36	30	33
NC47	Wisconsin Jaguars Ltd. (Milwaukee)	141	146	123	119	115	115	94	108

NE48	Ottawa Jaguar Club	67	72	78	79	89	87	83	100
NC49	Jaguar Drivers' Club, Area 51 (Louisville)	54	46	58	59	56	49	47	73
SC50	San Antonio Jaguar Club	60	57	68	62	55	54	45	96
NC51	Jaguar Assoc. of Greater Indiana (JAGIN Indianapolis)	63	68	74	71	81	94	76	94
NE52	Jaguar Auto Group (New Jersey)	34	32	41	32	22	33	26	25
53	- Placeholder; there is no Club 53								
SE54	Jaguar Club of North Florida	56	42	54	53	42	56	53	99
SE55	Music City Jaguar Club	20	0	32	19	20	20	23	30
SE56	Smoky Mountain Jaguar Club	113	107	88	93	88	76	61	65
SE57	North Georgia Jaguar Club	143	128	120	138	140	142	135	167
SC58	Jaguar Club of North Texas	27	37	36	26	31	24	21	36
NC59	Jaguar Club of Greater Cincinnati	53	49	49	53	57	52	43	44
SW60	Inland Empire Jaguar Club	14	15	18	14	11	8	10	24
NW61	Jaguar Car Club of Victoria	143	133	143	152	144	151	121	108
SE62	North Alabama Jaguar Club	12	13	18	8	11	13	10	21
NC63	Susquehanna Valley Jaguar Club	38	35	45	55	37	33	28	23
SW64	Jaguar Club of Southern Colorado	42	32	31	36	42	53	48	61
SW65	Jaguar Club of Northern Arizona	26	18	15	16	16	19	17	14
SW66	Jaguar Club of New Mexico					13	22	19	46
NE67	Capital Region Jaguar Club of New York Ltd							36	47
SE68	Jaguar Club of Southwest Florida								42
	JCNA LIFE MEMBERS						12	14	12
	At-Large Members	154	143	194	250	225	245	257	1206
NC98	Northcentral At-Large Members								80
NE98	Northeast At-Large Members								539
NW98	Northwest At-Large Members								19
SC98	Southcentral At-Large Members								73
SE98	Southeast At-Large Members								266
SW98	Southwest At-Large Members								216
NT98	International At-Large Members								10
CC00	Subscribers	36	28	11	3	4	5	4	1
CC00	Complimentary	62	62	39	50	29	32	29	30
	TOTAL JCNA Members	5842	5525	5541	5542	5534	5629	4845	7093

NOTE: Some figures move around a bit because of Excel issues: No worries ..

Prepared by

Harold Leggett, JCNA Administrator