

Job Title: Board Administrator

Location: Remote

Employment Type: Part Time Contractor

Reports To: MGA Board of Directors

Position Summary

The MGA Board Administrator plays a crucial role in supporting the operations of the association by coordinating board activities, planning annual conferences and membership events, and facilitating effective communication between board members, committees, and leadership. This role requires strong organizational skills, discretion, and the ability to manage multiple priorities in a professional environment.

Key Responsibilities

Board of Directors Support

- Coordinate, schedule, and attend Board and Committee meetings
- Prepare and distribute agendas and meeting materials
- Maintain, store, and protect all MGA records, documents, and board archives
- Maintain confidentiality of any sensitive information
- Complete any other duties as directed by the MGA Board
- Assist with annual meetings and Board elections at annual Spring Conference

Communication & Coordination

- Serve as a liaison between Board Members and Committees
- Manage Board communications, including emails, notices, and announcements
- Track board term limits in database
- Serve as the primary contact with MGA, responding to all phone and email inquiries
- Create and distribute any marketing materials needed for MGA membership to communicate event information and details, legislative updates, newsletters and other publications, or any other Board directed communication through email blasts, website updates, and/or social media posts
- Maintain and update MGA website and yearly membership database

Administrative Event Responsibilities

- Plan and attend two annual conferences, capitol day, and virtual roundtables from start to finish
- Secure venue locations and work with them on food and beverage, facility layout, and event timeline
- Assist the Education Committee with securing session speakers and be the main point of contact for each speaker
- Create agendas, feedback forms, CEU certificates, sponsor PowerPoint slideshows, sponsor posters, attendee nametags, and any other necessary conference materials
- Obtain and build relationships with exhibitors and sponsors for each conference
- Facilitate attendee registration and keep track of attendees in database
- Collect all speaker information through speaker questionnaires, manage PowerPoint presentations and speak bios, use all speaker information to submit CEU applications
- Put together physical packets for attendees and exhibitors with all printed materials

Preferred Qualifications

- Previous administrator or similar experience
- Experience working with nonprofit organizations, associations, or boards
- Strong time management, communication, and organizational skills
- Excellent written and verbal communication abilities
- Proficiency in Microsoft Office Suite
- No full time job obligations (other part time or contract work is acceptable)

Key Competencies

- Attention to detail and accuracy
- Discretion and professionalism
- Ability to manage multiple priorities and deadlines
- Strong interpersonal and collaboration skills
- Problem-solving and adaptability

If you are interested in this position, please email your résumé to

admin@michiganguardianship.org