

Advanced Administrative: When you have a task or process that could be repeated multiple times by different people, and the results are reasonably divergent. *These tasks benefit from thoughtful Problem Solving and Project Management skills.*

Not only is the skill or knowledge required greater than clerical, but these learning curves are longer and steeper, the outcomes may or may not be easily measurable, the visibility or impact is high, and the ability to document an exact process will not necessarily produce an acceptable result. These functions typically involve creative thinking, drafting or writing skills, governance knowledge, special software or systems training, and more experience in meeting planning, board management, financial knowledge, or industry awareness.

Examples include accurate and consistent board meeting minutes, nominations and elections procedures, developing forms and protocols, budgeting and financial report generation, preparations for tax filings, annual reports, newsletter creation, membership or fund raising campaign management, and working with financial sponsors or high level presenters.