



PETERBOROUGH NEW HORIZONS BANDS

Office Administrator Position Description

Approved: 2026 February 19
President: Marcia Johnston
Board Secretary: Lisa Witherington

General Description

The PNHB Office Administrator is responsible for maintaining the back office of the organization so that those tasks that must be addressed are being taken care of.

Contract

Paid as indicated in the signed contract and can play in concert bands without paying the dues.

Reporting to

An assigned Board Director.

Duties and Responsibilities

Follow the PNHB By Laws, Policies and Procedures

Follow the "Office Administrator Procedures" for specifically how tasks are done.

Below is a summary of some of the tasks performed,

- Insurance needs
- Entandem reporting
- Ontario Business Registry needs
- Coordinate tasks to do when there is a change in Board Directors
- Membership attendance and dues collection tracking (monitor LOA, maintain directory, track alumni members, assist Treasurer to get dues etc.)
- Ensuring contracts are complete and saved
- Ensure the BOD is working on the needed items
- PCVS Liaison (storage)
- Living Hope Billing and Liaison
- Volunteer coordinator
- Ensure memberships and subscriptions are kept current
- Monitoring our voicemail box
- Assist with AGM preparations
- Assist with contracts for the next season



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Revision History:

Date	Description	Who
2026-2-19	Add summary of tasks done	Bev Murphy
2025-12-1	Refer to procedures instead of listing specific tasks. Add approval section.	Bev Murphy
2025-7-17	Create	Bev Murphy