

PENSION  **LAWYERS**
ASSOCIATION

THE PENSION LAWYERS ASSOCIATION OF SOUTH AFRICA

ADMINISTRATIVE FUNCTIONS

- Attending to all telephonic and email queries.
- Distribution of notices, invitations, etc. to members of the Association and other parties on distribution list.
- National Steering Committee Meetings and AGM– set up meetings, agree agenda with the Chairperson, and circulate to members together with minutes of previous meeting and documents relevant to the agenda.
- Taking of minutes
- Ongoing liaison with committee members.
- Maintaining & updating the events year planner.
- Maintaining & updating the electronic minute books.
- Updating the constitution with changes approved at the Annual General Meeting.
- Advising the website administrator of annual changes i.r.o. committees, contacts etc.
- Forwarding advertisements to be placed on the website, invoicing the advertiser, and ensuring their removal on expiry.
- Obtaining approval from the Exco committee of invoices for payment.

MEMBERSHIP

- Processing of new membership applications and referring these to the NSC in need.
- Ensuring applicants are advised of the outcome of their applications.
- Receiving updates of members' data, and maintaining a membership database.

- Maintaining e-mail distribution lists in respect of functions, seminars for future use.
- Preparation and e-mailing of annual membership invoices to Members of the Association.
- Reconciliation of deposits received
- Follow up on outstanding membership fees.
- Booking of flights and accommodation for NSC committee meetings and arranging transport to the venue as required.

SEMINARS / WEBINARS

- Management and co-ordination of seminars and webinars.
- Managing Zoom account and scheduling events
- Identifying and booking of venue, catering and equipment.
- Assist Committee member responsible for seminars with the preparation of advertising and program
- Booking flights & transport for speakers as needed.
- Arranging speaker gifts if required
- Distribution of notices by way of e-mail to members and distribution lists.
- Preparation of invoices, and e-mailing thereof to attendees, if payment is required.
- Monitoring payment of seminar fees – where applicable
- Preparation of name tags for delegates.
- Setting up of the PLA banners, registration table and placing of feedback forms.
- Managing registrations and attendance at the venue.
- Preparation, distribution and collation of feedback.
- Arranging the updating of website with presentations from seminars, and notifying delegates.

ACCOUNTING

- Reconciliation of Bank Accounts
- Electronic Payment of invoices as authorised by the Exco committee.
- Reconciliation of debtor and creditor accounts
- Posting to Ledgers of all:
 - a) Payments and receipts and other entries to the Bank Accounts
 - b) Invoices issued (mainly membership, conference and seminar fees).
 - c) Invoices received from suppliers.
 - d) VAT inputs and outputs
 - e) Provisions and accruals
 - f) Auditor's adjustments

- g) Entries related to the Annual Conference (scope to be part of a separate contract)
- Preparation, reconciliation and submission to SARS of VAT return every second month.
 - Depositing of any cheques or cash received.
 - Preparation of the annual budget.
 - Preparation of monthly management accounts for the NSC.
 - Preparation of accounts to Trial Balance stage for end of year audit.
 - Review of draft Annual Financial Statements

ANNUAL CONFERENCES

- Management and co-ordination of the Annual Conference will be a separate contract, which may be with a third-party provider.