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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

10-10-2005

2005-10-01 PCA Administrative Coordinator Quarterly Report

Pennsylvania Counseling Association

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**Administrative Coordinator
Quarterly Report
October, 2005
PCA Executive Board Meeting/Strategic Planning Meeting
State College, PA**

Tasks accomplished for quarter:

- Weekly retrieval of mail from Post Office
- Submission of membership checks and data to Treasurer
- Submission of membership applications to Membership Chair
- Weekly data entry of membership information into database
- Obtain phone messages as needed; refer callers appropriately
- Daily email responses and referrals
- Track phone and email contacts
- Updates of the Master contact list
- Web site changes
- Sending out newsletter

**Phone and Email Inquiries:
Administrative Coordinator**

Topics addressed primarily through emails:
Licensure, conference information, membership status,

Topics addressed primarily through hard mail:
Membership applications, change of address

Submitted November 8, 2005, 2005;
PCA Executive Board Quarterly Meeting
State College, PA