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5-20-2005

### 2005-05-20 PCA Administrative Coordinator Quarterly Report

Pennsylvania Counseling Association

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**Administrative Coordinator**  
**Quarterly Report**  
**May, 2005**  
**PCA Executive Board Meeting**  
**Penn State University-State College, PA**

*Becky Willow*

**Tasks accomplished for quarter:**


Weekly retrieval of mail from Post Office  
Weekly print-outs of on-line applications  
Monthly submission of membership checks and data to Treasurer  
Monthly submission of membership applications to Membership Chair  
Bi-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

**Current projects:**

Collaborating with the Membership chair to propose revisions of membership application that will accurately reflect the types of memberships offered; encourage discussion

**Phone and Email Inquiries-March-May**  
**Administrative Coordinator**

	<b>Jan/Feb</b>	<b>March-May 13</b>
Ethics	2	2
Service referral	1	1
Membership	7	25
Professional/student contacts	1	
Licensure	3	11
Private Practice	3	8
CEUs	1	1
Password requests	3	
Certification requirements	5	
Billing referral assistance	1	1
Attempt to reach board/division	2	3
Requests for info. on PCA publications	3	1
Requests for conference information		4
Regional position contacts or listing of LPCs		3
Division interest		6



**Submitted May 13, 2005;  
PCA Executive Board Quarterly Meeting  
Penn State University**