



Florida HIV/AIDS Advocacy Network (FHAAN) Position Description

Position Title: Administrator

Location: The AIDS Institute / Tampa Offices

The “Administrator” position and associated activities are unique to the FHAAN group since the duties described are provided by the administrative founder of FHAAN, The AIDS Institute. The following represents a fair overview of the activities and functions performed on behalf of The AIDS Institute as the “Administrative Organization”.

Related to FHAAN functions the Administrator will:

- A. Serve as a member of Executive Committee, along with Co-Chairs;
- B. Serve as a member of Convening Group, with Co-Chairs and Committee Co-Chairs;
- C. Coordinate Co-Chairs, Members/Partners & Committee meetings;
- D. Serve as the official communication (FHAAN speaking collectively);
- E. Oversee logistical operations;
- F. Provide fiscal management of activities involving monetary funds;
- G. Convene and chair meetings, if requested by Co-Chairs.
- H. Serve as The AIDS Institute’s Executive Committee representative;
- I. Post meeting announcements to full membership at least seven days prior to each meeting with logistics and agenda;
- J. Manage logistics of FHAAN elections, policies and procedures, documentation, online resources, sign-on letters, action initiatives;
- K. Present FHAAN at local, state and national meetings and conferences;
- L. Serve as editor of the FHAAN Weekly News;
- M. Coordinate with partners (e.g., toll-free conference call services);
- N. Coordinate with FL DOH / BOHA as needed;
- O. Serve as the point of contact for email management and for fhaan@theaidsinstitute.org;

The FHAAN Administrator will provide the following recurring tasks:

1. Weekly meetings’ set-up, facilitate, notes, updates to web.
2. Weekly FHAAN News (Friday afternoons)
3. Weekly membership survey results to CC and Google, etc.
4. Weekly Lists Management and coordination
 - a) Google Group Members
 - b) Google Docs Master Directory spreadsheet
 - c) Excel Master Directory (working document) – Hub for all other FHAAN lists
 - d) Constant Contact lists mgmt (add,update,delete) & back-ups
 - e) Congress Web (60,000 contacts)
 - f) Media Data base Lists in MediaAtlas



- g) Master Microsoft Access database: Set-up, training, management
 - h) Manage unsubscribes to all 5 databases and email completion to requestors
 - 5. Monthly update of FHAAN directory with call participants
 - 6. Monthly committee member interest to respective committee chairs
 - 7. Monthly review of current contacts to ensure compliance with subscription costs and expenses.
 - 8. Annual Elections
-
- P. Document weekly webinar/call meetings (<http://www.theaidsinstitute.org/florida-policy/advocacy-network/meetings>).
 - Q. Recruit participants and provide support for each committee (<http://www.theaidsinstitute.org/florida-policy/florida-hiv-aids-advocacy-network-fhaan>).
 - R. Provide support to link with national federation of statewide HIV/AIDS organizations
 - S. Pull and distribute Committee volunteers interested in/to each committee.
 - T. Coordinate usage of Logo, documentation and images.
 - U. Update Excel with meeting registrants and participants (determine quorum for all meetings)
 - V. Manage all aspects and update forms and documents to www.FHAAN.org .
 - W. Add all calls to website calendar.
 - X. Research and document results of all actions taken.
 - Y. Manage Interns and Volunteers.
 - Z. Send press releases, and other communications as needed and monitor and post to listserv group: FHAAN@googlegroups.com