

Administration Report 2022/23

- Posted events, workshops, post-tests, evaluations, certificates, and advertisements to the website
- Helped to maintain and update the website including new membership renewal system
- Troubleshoot issues with email, website, or registration as they arose
- Responded to and redirected emails as needed to Board and Committee Members
- Sent emails to participants with slides and workshop access
- Sent out emails for post-tests and evaluations to be completed after workshops
- Sent out manual certificates as needed
- Compiled attendance sheets for workshops and updated records to reflect attendance
- Compiled survey results to discuss with BCPTA Board and Committee Members
- Sent out e-blasts for workshops, updates, and membership renewal reminders
- Created social media posts for workshops with alt text incorporated into pictures
- Reviewed and adjusted contracts for events
- Compiled revised BCRPT and BCRPT-S documents from Certification Chair and posted on website
- Added Approved Provider forms to website
- Compiled monthly payment reports
- Attended board meetings and education committee meetings

Submitted by Dallas Shirley