Core Administrative: When you have a task or process that could be repeated multiple times by different people, and reasonably expect to get the same result, you have a core administrative task. *These tasks benefit from consistent processes delivered carefully.*

The skill or knowledge required is greater than clerical, but the learning curve is definable, the outcome is measurable, and the documentation and instruction manual is not complex. These functions typically support recurring events and programs, committee efforts, and membership options.

Sample tasks might be event registration tallies, membership enrollment or payment functions, banquet and event orders, speaker and program logistics, and committee meeting notes or support.