



Administration Manager Annual Report for District Council – April 2025

Submitted by	Benjamin AKINMOYEJE DTM
Purpose of the Role	Administration Manager

.Background

As the administration manager, I am responsible for maintaining the historical records of District 74, recording and distributing meeting minutes, and otherwise maintaining accurate, timely records of District 74 business

In 2025 District 74 consolidated on the Reformation process. There has been a significant improvement in streamlining communication with the District Executive and Council members. The Administration Manager successfully communicated the District Leader Council nomination to the entire District74 members with limited challenges.

The Admin Manager also worked with the District Director to procure a mass mailing platform for District74.

The Admin Manager also produced the meeting minutes for the September Council meeting proceedings.

The major tasks for the quarter were to communicate the DLC nomination call and to receive the April Council meeting reports from District Officers. The reports were to be organized and uploaded to the District74 website for easy access to the District74 members before the council meeting in April 2025.

Some of my routine duties include the following:

- Scheduling the routine monthly Executive and Cabinet meetings.
- Provided Zoom link to the various divisions in District 74.
- Communicate regularly with the District officers meeting agendas and reminders.

Challenges:

- Mass mailing platforms options for the District74.
- Managing different sources of information and documentation required to succeed in the role.
- There were few Areas without AD reports due to some AD resignations.

Conclusion:

The Admin Manager role is filled with continuous learning opportunities and I have enjoyed growing gradually in this position. I am also excited to be providing a foundation for the incoming Admin Manager.