To celebrate 2020’s Administrative Professional Day (though they are so much more than that), we are featuring two outstanding contributors to our Chapter’s success. Both provide behind-the-scenes support for our organization and make sure that everything runs smoothly. We’ve written a couple of limericks to thank them for doing such a great job! – Cris Karasek, 2018-2019 IFMA President

How long have you been employed by the GTC of IFMA and what tasks do you perform for the organization?

Candi: I started with IFMA in July 2014. I provide Board support, member communications (including CVENT), and the monthly newsletter. Also, I do name tags for luncheons, website maintenance, and I serve as the central point of contact with membership and IFMA National.

Tamara: I have worked for IFMA GTC since 2011 (9 years, now). I perform full-service bookkeeping to include month-end account reconciliation, preparation of monthly finance statements, budget tracking, 1099 tax filing, and preparation of Annual Chapter Recertification documents.

What is most challenging about working with a group like ours (how can we help you help us)?

Candi: The most difficult challenge for an administrator with any Board-based organization is the changeover year-after-year of the Board and Committee Chairs. There is always a period of adjustment to the new leadership team.

Tamara: One of the challenges of working with any Board-run organization is that everyone is spread apart from one another so streamlining communications can be a challenge between the various factions and committees within the organization.

What do you like to do in your spare time (when not sheltering-in-place, of course)?

Candi: I’m a foodie. If you haven’t eaten at Crawford & Son or Stanbury in Raleigh, you are missing out. Fingers crossed all of these local restaurants make it through this pandemic. I also attend 60+ concerts annually, but will not make that number this year. Thankfully, I got in an Americana music festival called Mile-0-Fest in Key West before Covid-19. I also enjoy reading novels and watching horror movies.

Tamara: In my spare time I love to do hot yoga, travel, walk, cook, and camp (anything outdoors).

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