

ANNUAL GENERAL MEETING 2026

UVRA OFFICE REPORT

The office continues to serve as a central point of communication for Board members and the membership. The Office Manager is responsible for ensuring that the UVRA office operates efficiently and that all tasks are completed in a timely and organized manner.

As in previous years, general office operations continue to be conducted effectively to support UVRA's ongoing activities. Core operational activities include registering new members, maintaining accurate and up-to-date digital and paper records, completing annual renewals and tracking, updating the website, preparing and distributing email communications, handling phone calls, responding to in-person inquiries (occasionally), maintaining office supplies, and providing timely support to members and the Board of Directors through virtual/in-person, email, or telephone communication.

Additional responsibilities include preparing the Friday weekly events bulletin, updating the events list on the website, writing Board and AGM meeting minutes, arranging meeting logistics (i.e., room booking, catering services, parking), managing bounced emails and updating membership profiles accordingly throughout the week, and sending postal correspondence when electronic communication is not possible.

The UVRA office also provides logistical and administrative support for organizing social events. This includes preparing invitations, creating Eventbrite registration pages, tracking e-transfer payments (when applicable), and providing financial summaries to the Treasurer.

The continued cooperation of all Board members and the membership is greatly appreciated, and their support contributes significantly to the smooth and effective operation of the UVRA office.

Respectfully,
Sanjit Roy
Office Manager, UVRA