

The Giants Neck Beach Association

Position Vacancy

Position Title: Secretary

Supervisor: President, Board of Governors

Position Responsibilities: Under the guidance and direction of the President of the Board of Governors (BOG), the Secretary will:

- 1) Communicate and meet with BOG, Association Boards & Committees and East Lyme officials as required, including attendance at :
 - a) Board Meetings (10 monthly meetings)
 - b) Membership Meetings (3 meetings; generally 3rd Saturday of June, July, August)
 - c) Special Meetings (as required)
 - d) Zoning Commission Meetings (generally 2nd Tuesday of each month, as required)
 - e) Zoning Board of Appeals Annual Meeting (generally 3rd Saturday of June)
- 2) Record the minutes of all Membership Meetings, BOG meetings, Zoning Commission, and Zoning Board of Appeals Meetings; maintain record of motions made and their dispositions;
- 3) Receive all documentation intended for communication to the Association Membership. This includes but is not limited to: Meeting Agendas, Meeting Minutes, Informational Updates, Event Announcements, and any other legally required notices. Documents may originate from the President, Committee Chairs or other Members of the Association;
- 4) Forward all notices and/or documentation to:
 - a) Town Clerk (legally required documents only)
 - b) Membership as required via USPS
 - c) Internet Administrator for posting to website & for emailing to membership
 - d) Treasurer for auditing purposes
- 5) Post notices on GNBA bulletin board as required
- 6) Prepare meeting materials for the President or Committees as requested;
- 7) Serve as an informational source for the BOG and Association Boards & Committee regarding FOI and Roberts Rules of Order; including requirements for meeting agenda & minutes.
- 8) Maintain the Roster of Officers, Board, Committees & Clubs;

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- 9) Maintain the Member Information Database including the following duties:
- a) Update information as changes are received;
 - b) Maintain current postal mailing addresses;
 - c) Maintain current email addresses; forward changes to Internet Administrator as appropriate;
 - d) Provide reports or lists to the BOG as needed.
- 10) Perform other duties and responsibilities related to those listed above which do not alter the basic level of responsibility of the position.

Estimated Time Commitment:

| Secretary Time | # Potential Meetings | Estimated Hours |
|---|----------------------|-----------------|
| BOG Meetings | 12 | |
| Membership Meetings | 3 | |
| ZBA Meetings | 1 | |
| BOG Election Meeting | 1 | |
| Special Meetings | 3 | |
| Zoning Commission Meetings | 12 | |
| Total Time (Agendas, Meetings, Minutes, etc) | | 120.0 |
| Administrative Duties | | 50.0 |
| Total GNBA Annual Hours | | 170.0 |

Wage: \$15-18 per hour

Qualifications:

- Three years experience in business or government, highly desirable.
- Knowledge of Roberts Rules of Order and Freedom of Information Act, highly desirable.
- Demonstrated ability and substantial experience in the use of a personal computer and associated software to accomplish the duties of this position (All components of Microsoft Office Professional, email communications applications, and any other software program complementing the duties of this position).
- Demonstrated ability to communicate effectively both personally and in written communication is required.
- Credentials and/or experience substantially comparable to the above may also be considered.

Application:

Persons interested in applying for this position should forward their letter of interest and resume, along with three (3) references, to Kathy Cole at 2 Mamacock Rd, Niantic, CT 06357 or mail@gnba1941.com. This job posting will remain open until the position is filled.