

## C. Spitz/Secretary Admin. Tasks (some required, \* most voluntary) – as of 1/09/20

### Ongoing

#### Minutes:

- Take notes at meetings, draft minutes & distribute; revise as needed\*
- Upon final approval, post minutes on website after each meeting; maintain website scroll of all minutes\*

#### Agendas:

- Determine agenda topics & draft agendas (in coordination with/at direction of Chair/Vice-Chair)
- Distribute via Mailchimp; post on website upon distribution; regularly update website agenda postings

#### Email (“info” account) & correspondence:

- Read & respond to routine inquiries daily; forward to Chair/Vice-Chair as needed/appropriate
- Draft notices/respond to substantive messages/draft & send position letters, official correspondence (in coordination with/at direction of Chair/Vice-Chair)\*
- Forward Planning Dept. notices re discretionary permit applications to applicable Area Reps (monthly)
- Maintain & update email address lists/contact information (board, advisors, past awardees, etc.)\*

#### Email blasts (“Mailchimp”):

- Create & send all Mailchimp messages/notices/agenda distribution/recap messages (4x monthly); other notices as needed (with approval of Chair/Vice-Chair)
- Draft initial text/layout of recap messages & create all calendar listings for messages
- Maintain & update Mailchimp addressee lists; add & delete subscribers upon request

#### Website:

- Serve as de facto website manager
- Handle all website postings (agendas, motions & positions, minutes, bylaws, reports & summaries, etc.)
- Keep current all board & advisor contact info., committee information, lists of government contacts
- Update summaries, reports & other resource/informational materials as needed (*e.g.*, land use positions, glossary, lists of community organizations, disaster preparedness links, honoree name lists & the like)
- Maintain website calendar: communicate with organizational members &/or regularly visit organization websites & FB pages to obtain info. about upcoming public events; regularly post all calendar entries
- Draft & post Chair’s/Vice-Chair’s bi-weekly message for home page (with approval of Chair/Vice-Chair)

#### Social Media:

- Draft & coordinate posting of Nextdoor messages with assigned DONE (City) staffer.
- Draft & post all PPCC Facebook messages (average 2-4 posts daily; either original posts or shared from member organizations, local news media & elected officials)

### Other/Periodic

- Serve as de facto “organizational” wrangler (yearly) – involves coordinating with member orgs. to obtain required rep info & certification forms; advising new rotating member orgs. of their roles; keeping list of all member org. reps & posting contact info. on website
- Awards assistance: receive/compile nominations; prepare awardee bios & required notices\*; assist in preparing/ordering engraved awards/plaques/certificates (for awards honorees & outgoing officers)
- Keep track of & advise Chair/Vice-Chair of Bylaws & parliamentary requirements, meeting rules, deadlines, PPCC events timeline; assist Chair/Vice-Chair in other ways as needed/requested
- Prepare orientation materials for new members & assist Chair/Vice-Chair with orientation sessions
- Coordinate with Treasurer as needed re PayPal notices, donations, statements, invoices, etc.
- “Snail mail”: maintain key to PPCC P.O. Box; check box bi-weekly for USPS mail (typically low volume; occasional Planning Dept. notices & monthly bank statements); forward to appropriate officers
- Coordinate with librarian/staff as needed re meeting details & assist with room set up/take down
- Coordinate with speakers/staff as needed re meeting details (dates/times, A/V equipment, parking, etc.)
- Create & update all member “table cards” (several times yearly); maintain “file box” of table cards