

Isle La Motte Selectboard Clerk Description & Compensation

The Isle La Motte Selectboard is looking for a detail-oriented, reliable person to hold the Selectboard Clerk position to support the board with its regular and special meetings. Board Clerk duties are as follows:

- Compile topics from Selectboard members to be on the meeting agenda, and work with the Board Chair on creating agenda.
- Set up and post zoom meeting link on website and on agenda
- Post agenda on Town website and three designated places around town (Town Office, Post Office, and Old Town Hall). (Per statute posting deadlines are: 48 hours prior to regularly scheduled meeting or 24 hours prior to special meeting)
- Compile list of people who have requested that they automatically be sent the agenda and zoom link. Send agenda to selectboard and people who requested notification of all meetings.
- Put together board packet before meeting (warrants, background documents, other essential information for the meeting)
- Set up room for Selectboard meetings (setting up chairs, printing out agenda and other as needed documents). Generally, arrive 30 minutes prior to meeting to perform tasks.
- Set up Zoom meetings and record all Selectboard meetings electronically and properly name, save and post recording on the Town website.
- During Selectboard meetings, create a list of action items for Selectboard members to follow up.
- Take clear and concise minutes of Selectboard meetings. Distribute minutes to Selectboard members at least 24 hours before posting on the website. (Minutes per statute must be posted on the Town website within 5 calendar days of the meeting.)
- When minutes are approved by Selectboard, gather needed signatures and provide approved minutes to Town Clerk for recording and uploading the approved version on the Town website.

The position comes with a stipend of \$200 for regular meetings and \$100 for special meetings for the duties performed.

Please go to the Town website <https://islelamotte.us/> to review examples of past agendas and minutes for the Selectboard.

Those interested please submit a letter of interest to the Isle La Motte Selectboard by Monday, March 27th by 4pm.

Letters of interest can be emailed to the selectboard: Mary Catherine Graziano (mcgilmvt@gmail.com), Rustam Spaulding (spauldingrustam10@gmail.com) or mailed to the Town Office at **P.O. Box 250 42 School St. Ext Isle La Motte, VT 05463**, or dropped off at the Town office in person at **42 School St. Ext.**