

TOWN OF ISLE LA MOTTE

JOB OPPORTUNITY: SELECTBOARD CLERK

The Isle La Motte Selectboard is seeking 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 the agenda.
- Set up and post zoom meeting link on website and on agenda
- Post agenda on Town website and at 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.
- Assemble board packet prior to meeting (warrants, background documents, other essential information for the meeting) and distribute by email to members.
- Set up room for Selectboard meetings (setting up chairs, printing out agenda, board packet, and assembling other as needed documents). Generally, arrive 45 minutes prior to meeting to perform tasks.
- Start Zoom meetings and record all Selectboard meetings electronically and properly name, save and facilitate posting of recording on the Town website.
- During Selectboard meetings, compile a list of action items for Selectboard members to follow up.
- After Selectboard meetings, distribute signed documents for processing, as necessary.
- Take clear and concise minutes of Selectboard meetings. Distribute minutes to Selectboard members and facilitate posting on the website at least 24 hours before the deadline for posting, which is within five calendar days of the meeting. Print for signature a copy of minutes at next Selectboard meeting, obtain necessary signatures, and file for record at Town Office.

The position comes with a stipend of \$200 for regular meetings and \$100 for special meetings for the duties performed. Regular meetings are held monthly on the first and third Wednesday evenings at 6:00 PM, special meetings are on an as needed basis as scheduled by the Selectboard.

Please visit the Town website <https://islelamotte.us/select-board-minutes/> to review examples of past agendas and minutes for the Selectboard. For more information on the Vermont Open Meeting Law, please review the code's most frequently asked questions at <https://islelamotte.us/wp-content/uploads/2024/03/Open-Meeting-Law-FAQs.pdf>.

Those interested in the opportunity may email the Selectboard with your contact information and letter of interest at ilmvtcarbone@gmail.com.