

**Carriage Manor**  
**BOD Executive Administrative Assistant**  
**Job Description**  
**Annual, Full-time Hourly**

## **Purpose**

Under the direction and guidance of the General Manager, the BOD Executive Administrative Assistant will provide Administrative Support to the General Manager and Board of Directors of Carriage Manor.

## **Duties**

***Support Board of Directors and Carriage Manor Homeowner's Association Meetings with direction from the BOD President, BOD Secretary and General Manager.***

- Prepare, schedule, post and attend all Board of Directors and Committee Meeting notices and agendas, via Website and Bulletin Boards.
- Distribute agendas, consent agenda documents, documents and pre-meeting information as directed by the Board President prior to meetings (previous minutes, committee minutes, variance requests, BOD Workshop Forms, financial reports, agendas, etc.).
- Set up room and assist with audio support (tables, chairs, water, name tags, projectors, screens, presentation computers, podiums, microphones, schedule IT support, etc.).
- Set up Zoom teleconferencing for all required BOD meetings to allow remote access.
- Track Action List and update as necessary.
- Summarize BOD Workshop and Meeting Minutes for Membership via Website.
- Monitor and ensure a board response to official e-mails.
- Be a liaison between Committee Members and Board Committee liaisons, create and publish all Committee minutes to Website (portal).
- Create Executive Session minutes for BOD.
- Create BOD Orientation Packets for new BOD members.
- Provide Notary Services for the Association.

***Maintains and updates Carriage Manor Homeowner's Association Documents and ensures they are stored appropriately and purged as necessary. Making sure the most current copies are on the Website (portal) for membership access.***

- Governing Documents
- Committee Appointments and Terms
- Homeowner Directory
- Third Party Rental Agreements
- Association Forms
- Association Contracts
- Financial Reports / Annual Audits
- Reserve Study

***Provides Communications Support to the Carriage Manor Homeowner's Association.***

- Sends out Administrative Email Blasts to Association.
- Updates and ensures BOD portal is current.
- Updates and ensures the Member Portal is current. Provide monthly training to membership on the use of the Portal.
- Update and provide Website Support.
- Maintain and update the Electronic Sign on Broadway and Sossamon.
- Provide Coffee Dreggs Summary to Association for Tuesday Talk.
- Summarizes BOD Workshops, Meetings and Club Council Meeting Minutes for Association.
- Performs other duties as assigned by the General Manager or BOD.

***Finance Support, Human Resources and Administrative Office Support***

- Provides back up support to these areas as need and assigned by the General Manager.

***Skills/Qualifications***

- Must be proficient in the use of Technology, to include Microsoft Office Suite, Zoom Meetings, as well as Google Docs.
- Must be able to produce spreadsheets, maintain databases as well as produce presentations when necessary.
- Ability to communicate clearly and provide clear and concise information in response to inquiries and requests for information.
- Must be able to exercise judgement in dealing with sensitive information and maintain confidentiality regarding all verbal and written information.
- Must be able to work on multiple activities simultaneously.
- Must have demonstrated a self-directed ability to accomplish various activities while meeting deadlines.
- Must have strong organizational skills and demonstrated attention to detail.
- Must be a Notary or have the ability to receive one.
- Previous Administrative Support is required.