



Approved Job Description for Associational Missionary's Assistant

I. Work week:

A. Present work week: Tuesday thru Thursday – 9 a.m. – 3:30 p.m. (19.5 hrs. but would count as 20 hrs to help with fuel costs)

B. Proposed Salary:

1) \$23,920.00 (20 hours per week at \$23.00 per hour)

(a) We could include additional days and hours as needed (i.e. church camp preparation, VBS Clinic and special events prep, etc and dependent upon the Assistant's availability)

II. Duties:

A. Typical Associational secretarial tasks

1) Answer phone, make copies, keep Assoc. calendar up to date, schedule rec trailer and VBS props use, print & mail newsletter and other publications etc

C. Other:

1) Help Bro. Danny keep the office tidy

2) Check supplies and order when necessary (i.e. copy paper, refreshments, popcorn, sno cone & cotton Candy supplies, etc.)

MOTION: The ARVBA Hire Cienna Clark as Association Office Assistant Yes _____ No _____



Association Treasurer Position Change

I. Responsibilities:

1) Make Deposits, Pay Association bills, Pay Salaries

2) Keep a record of individual Church Contributions

3) Record and disperse Church Camp and Mission Trip income and expenditures

4) Provide the 'Treasurer's Report' for Executive Board and Annual Meeting

5. Provide Receipts and other materials for an Annual Audit of Assoc. Finances

MOTION:

1) Jo Ann Snyder Assume role and responsibility of ARVBA Treasurer and be added as a signatory to the ARVBA Bank account Yes _____ No _____

2) Add _____ as signatory to the ARVBA Bank Account. Yes _____ No _____