

Appendix E, Administrative Duties: Executive Director administrative responsibilities include (not a complete list):

- attending budget review meetings.
- placing orders for office equipment and supplies, (including designing stationery after address change).
- ordering Ethics Commission cards for members.
- preparing all meeting agendas, posting agendas on website, copying Sec. of Admin. to comply with 1 V.S.A. § 312(c)(2) and 3 V.S.A. § 2222(c)(c).
- setting up office Zoom account, Zoom invitations for each meeting, posting each meeting's Zoom information on website immediately before the meeting.
- arranging for bill payment: signing, scanning and submitting most bills for payment.
- IT work: fixing or getting help for computer or printer anomalies, website contents and modifications, including posting monthly agendas and minutes, public information.
- arranging office cell phone to permit off-site easy receipt of office calls during pandemic.
- managing periodic password changes: for office computers, website changes, and more.
- designing and drafting financial disclosure statements, formatting, and distributing them.
- posting each returned financial disclosure statement on the Ethics Commission website.
- requesting municipal conflict of interest policies, then putting each one received up on our website.
- setting up office accounts, changing office mailing address, arranging a mail slot in the office door.
- Obtaining public input: creating emails lists for press releases, for contacting state government department or agency heads, maintaining the lists.
- formatting annual report, arranging, and overseeing its printing and eventual distribution.