



*Bustins Island Village Corp.*

**BUSTINS ISLAND, MAINE 04013**

## **Administrative Duties of the BIVC**

Version: 1.0

Approved: February 4, 2012

### **Clerk**

- Is Freeport's first contact person
- Prepare voting list
- Store records at home as directed by Board of Overseers
- Institutional memory
- Confidential application files
- Safe Deposit box and inventory
- Oversee files storage and disposition of records
- Copy records as public requests (with AA)
- Maintain BIVC mailbox
- Records searches (with AA)
- MMA filtering
- Keep signed originals of contracts
- Other boards' records as given to Clerk
- Maintain file of BIVC-owned vehicle registrations & titles
- Transfer Station manifests
- Maintain file of BIVC property Deeds

### **Secretary**

- Board of Overseers meetings minutes
- File Minutes in Library binder

### **Board of Overseers**

- Computer file of emails – Chair
- Update By-Laws and ZBA as needed and distribute

### **Administrative Assistant**

- Post off-season meeting schedule
- Gather information for annual committee appointments
- Post meeting notices/agendas
- Update job/committee descriptions
- BIVC website content
- Post Board notices
- Records searches (with Clerk)
- Research reference files
- Research projects as assigned by Board
- File of all Bustins emails addresses for emergency notices
- Maintain annual calendar of monthly duties of the Board
- Maintain BIVC computer files/backup
- Find acting secretary as needed
- Assist Chair in drafting Annual report to Freeport
- Attend all Board meetings
- Building use calendars
- See that all Board tasks are completed as assigned
- Keep motor vehicle use permits