

## **Position Description for GCOOS-RA Administrative Assistant**

July 2014

The GCOOS-RA Research Associate is the GCOOS-RA Administrative Assistant. The duties of the GCOOS-RA Administrative Assistant (AA) may be grouped into six general categories.

### Upkeep of GCOOS Web site

- Materials to be placed on the GCOOS-RA web site originate from various staff members as well as from individuals not on the staff. Materials originating with staff members may be submitted directly to the AA for posting. Materials originating with non-staff must be submitted to the AA for posting via the Executive Director.
- All materials will be posted to the web in the order in which they are received unless the Executive Director indicates other priority. Postings received Monday through Thursday will be posted within 24 hours. Postings received on Friday will be posted by COB Monday (official TAMU holidays and personal vacation/sick time excluded).
- When questions arise regarding materials to be posted, the AA will contact via email the originator within 24 hours if received Monday through Thursday and by Monday if received on Friday to resolve the question (official TAMU holidays and personal vacation/sick time excluded).
- It is a responsibility of the AA to contact via email the originator of any material which the AA edits, reformats or otherwise changes for approval.
- The AA will be responsible (without prompting) for maintaining correct and up-to-date listings of all Members of the Corporation, Board members, staff members, liaisons to groups outside of the GCOOS-RA, and members of GCOOS-RA Committees, Task Teams and Councils.
- The AA will prompt persons responsible for preparing minutes of GCOOS-RA meetings so that they may be posted in a timely manner.
- Following the fall and spring meetings of the Board of Directors, the AA will request of the Executive Director all resolutions passed by the Board during the meeting or in the interim following the previous meeting which amend the By-laws of the Corporation or establish new or modified policies or procedures. Those should be posted as soon as practicable.

### Meeting and Travel Arrangements

- The AA will be responsible for arranging hotel, meeting room needs, refreshments and all meals offered to all meeting participants at GCOOS meetings. Arrangements will include notifications to invitees and assistance with securing their air travel and hotel accommodations.
- The AA will take the initiative to make arrangements for the semi-annual GCOOS-RA meetings of the Board and Members. This will include sending advance notice and invitations to Board members, staff and invitees, as well as to all Members for the spring Members Meeting. The AA will attend board meetings and take minutes of the meeting.
- The AA will prepare the annual Conflict of Interest forms and send out to the Board members for signature two weeks in advance of the summer/fall meeting. The AA will follow-up with those who do not return their completed document. At the Board meeting,

the AA will provide paper copies of the forms to the Board members who have not yet turned in the form and get them to complete them.

- The AA will make arrangements for monthly GCOOS-RA Staff meetings or telecons. Arrangements include scheduling at the most convenient time for the greatest number of staff; requesting, assembling and disseminating agenda items; and reminding staff of the meeting on the day preceding.
- The AA will attend and make notes of monthly staff meetings or telecons. These are to include a list of action items agreed during the discussion. Notes will be delivered to the Executive Director within two working days of the discussion.
- The AA will be responsible for other meeting arrangements as instructed by the Executive Director.

#### Preparation of Travel Expense Reports

- The AA will see to it that appropriate travel forms are distributed to meeting attendees supported by GCOOS in advance of the meeting. The AA will follow up with a reminder to submit the form and include instructions within 2 business days after the meeting.
- Travel expense information received from individuals traveling at GCOOS expense must be processed and sent for payment by the AA within three working days of receipt at GCOOS Office. The AA will keep a log of the individuals traveling at GCOOS expense and update the status (form received or a note that the individual declines the travel support, form submitted to OSRS, individual paid) and follow up as necessary.
- The AA will process claims in the order they are received.
- If additional information is required of the traveler to file a claim, the AA will request via email such information from the traveler within two working days of receipt of the claim from the traveler.
- If a traveler's expense check is issued via the GCOOS Office, the AA will mail it to the traveler on the same day the check is received.

#### Elections

- The AA will work with the Executive Director to determine if an outside voting service should be used or if the internal method presently used should be continued.
- The AA will provide the Executive Director and Membership Committee with the dates of annual election of the Board members, including open and close of nominations and open and close of voting.
- The AA will prepare the nomination announcement and provide it to the Executive Director and Chair of the Membership Committee for approval. Once approved, the AA will send the announcement to all members of the Corporation. The AA will send a reminder announcement one week before nominations close.
- The AA will keep scrupulous track of nominations, including nominating person, individual nominated, sector for which nominated, and receipt of bio.
- The AA will work with the nominating and/or nominated individuals to obtain the short bio for the ballot.
- The AA will prepare the ballot including bios for the approval of the Executive Director and Chair of the Membership Committee.

- The AA will send the ballot for the election in a timely manner to all voting members of the corporation. The AA will send a reminder announcement one week before the election closes.
- The AA will assist the Chair of the Membership Committee with the conduct of the election.

Tracking Subcontractors and Other Financial Aspects

- The AA will work with the Executive Director to develop the protocol for tracking the invoices and submittal of semi-annual reports of subcontractors.
- The AA will send a reminder to subcontractors one month in advance of the due date.
- The AA will post the semi-annual reports to a password protected ftp site with access for the Board, Executive Director, and such staff as the Executive Director determines should have access.
- The AA will assist the Executive Director in developing and executing such financial tracking systems as the Executive Director determines are necessary.

Miscellaneous

- The AA will format and edit written materials submitted through the Executive Director. Such materials may originate with other staff members or volunteers. The AA will communicate with the originator regarding any questions that may arise during the editing/formatting process and submit the completed work to the originator for approval.
- The AA will work to improve the quality of PowerPoints or other visual materials, e.g., single-sheet flyers, submitted via the Executive Director. If those materials originate from a third person the AA will communicate with the originator regarding any questions that may arise and submit the completed work to the originator for approval.
- The AA will maintain a file of all GCOOS-RA Corporate papers. The file will include the incorporation documents, resolutions in a logical order, minutes of the meetings, Federal and State Tax Information, Votes for Corporate Officers, Corporate Procedures and Protocols, Position Descriptions, the Business Model, Conflict of Interest forms, and such other documentation as determined by the Board or Executive Director. A paper copy will be maintained of the incorporation documents and tax information in a secure location. An electronic version of all Corporate papers will be maintained in a logical order and will be accessible by the Board, Executive Director, AA, and such others as either will determine. The electronic version will be backed up promptly to a separate memory device that is kept in a separate location.
- The AA will accept and carry out in a timely manner other office tasks as directed by the Executive Director. These might include copying, mailing, purchasing, preparing expense claim forms, arranging for telecoms, or arranging best dates for discussions.

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Employee

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Date

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Supervisor

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Date