

Town of Londonderry, Vermont

LONDONDERRY CONSERVATION COMMISSION

## **JOB DESCRIPTION**

### **ADMINISTRATIVE ASSISTANT TO THE LCC**

The LCC Administrative Assistant is a part time position responsible for the following:

- Receive meeting agendas from Commission Chair and submit to Town Office staff (at least 3 days prior to meeting dates) and arrange for posting at the Town Office and the two local Post Offices (at least 2 days prior to meeting dates)
- Send meeting reminders to members 3 days before and on the day of monthly meetings
- Read and respond to all other LCC emails correspondences
- Attend monthly meetings and take minutes that comply with the Vermont Open Meeting Law
- Submit completed draft minutes to Town Office staff (within 5 days following meetings)
- Maintain list of newspaper and social media outlets for event announcements
- Maintain email list of interested community members
- Receive event announcements from members and submit to newspapers, social media outlets; distribute to the email list
- Check for mail at the Town Office and distribute to members as appropriate

Approved on October 4, 2021