

SAYMA Position Description

Job Title: Administrative Assistant for SAYMA

Reports to & Evaluated by: Clerk of SAYMA

Reviewed by: Personnel Committee

Summary: The SAYMA Administrative Assistant serves as the primary contact person and information source for SAYMA. In presenting SAYMA as a welcoming faith community the job requires familiarity with and sensitivity to Friends' values and practices, as well as a helpful and caring attitude when relating to others and responding to requests. The position was originally established to make the Clerk's job manageable, relieving him/her of excessive administrative detail. The job has since grown as the yearly meeting has grown and needs have arisen. In this capacity the Administrative Assistant's responsibilities include, but are not limited to the following:

1. Manages the SAYMA office in a business-like manner.
 - a. Maintains records related to such matters as office purchases and inventory of literature published by SAYMA
 - b. Promptly submits reimbursement requests to the Treasurer
 - c. Reviews yearly meeting timetable of office activities with Clerk
2. Maintains SAYMA records that are accurate, current, and easily accessible by others
 - a. Collects and reports census data for yearly meeting and FWCC
 - b. Keeps SAYMA Directory current, published and distributed in a timely manner
 - c. Maintains an administrative reference copy of each set of yearly meeting minutes
3. Communicates and responds to requests in a courteous and timely manner
 - a. Promptly responds to initial inquiries
 - b. Responds to requests of committee clerks as time allows, with consultation of Clerk
 - c. Determines appropriate time lines for requests with SAYMA clerks or committee members.
4. Assists with coordination and set-up of SAYMA meetings
 - a. Collects attendance information and hospitality requests, works with host meeting to coordinate hospitality.
 - b. Attends Representative and Yearly Meeting Sessions
 - c. Maintains and distributes annual reports and Representative Meeting minutes in a timely manner
 - d. Works with Clerk, providing specific onsite support as needed
 - e. Assists Yearly Meeting Planning Committee with accurate reporting to facility of counts for beds & meals; provides other assistance as requested, including preparing name tags, final programs, and other materials. May attend meeting of YMPC.
5. Exchanges information with Wider Quaker Organizations and other yearly meetings in an accurate and timely manner.

- a. Sends out yearly meeting epistles, minutes, and an updated list of SAYMA officers, committee clerks, and WQO representatives contact information to other yearly meetings, archives, and WQOs as appropriate.
 - b. Logs yearly meeting epistles received.
6. Keeps SAYMA databases up to date, accurate and easily accessed, as appropriate.
- a. Maintains a current mailing list with data for communication with SAYMA officers, committee clerks, WQO representatives, monthly meeting officers and representatives.
 - b. Maintains mailing list for SAYMA newsletter; receives newsletter from editor, has newsletter printed, and mails it to meetings and individuals.
 - c. Maintains current mailing list for distribution of Yearly/Representative Meeting packets, including mailings to WQOs and other yearly meetings.
 - d. Contacts monthly meetings at least annually for current information.
7. Administers the three SAYMA list serves hosted at kitenet.net
- a. Uses the sayma-bulletin list serve to distribute official bulletins to list subscribers
 - b. Assists subscribers as needed.
8. Works as a self-starter, able to work with minimal oversight and guidance for the daily operation of the yearly meeting office.
- a. Reports monthly to the clerk, submitting reports or time logs on request
9. May receive payments to SAYMA for meeting assessments and donations; deposits checks and reports to the treasurer.
10. Serves as recording registrar for SAYMA's yearly meeting gathering. Receives and acknowledges registrations, generates lists of registrants and fees paid and due, and deposits checks received for registration fees.

Oversight and Support: The yearly meeting Clerk is the direct supervisor for this position. S/he consults with the Personnel Committee regularly. In the event that there are difficulties between the Clerk and the Administrative Assistant, the Personnel Committee may be contacted by the staff person to help resolve the problem.

Evaluation Procedures: An annual performance evaluation will be made by the SAYMA Clerk and discussed with the employee. The evaluation, recommendations, and any written employee response will be forwarded to the Personnel Committee before Spring representative meeting.

Hours: One-third time/approximately 53 hours per month

Compensation: Compensation is based on performance. SAYMA's Clerk and Personnel Committee review performance and compensation at least annually. The employee receives an annual cost of living adjustment based on the Social Security COLA published in October. The personnel committee may recommend merit increases in excess of the COLA based on performance and subject to availability of funds. If it approves a merit increase, the personnel committee will submit a request for salary adjustment to the Finance Committee prior to preparation of SAYMA's annual budget, usually every three years.

An internet/phone reimbursement to be determined per month is paid quarterly.

Benefits: In lieu of health insurance, a separate payment is made. However, a day of leave for an extended illness or need to take a short term leave for health reasons will be held in readiness for every full 20 days worked, equivalent to 160 hours of work. At 53 hours of work per month average, this one day would be earned every three months. Use of the leave accrued would need to be submitted for approval from the supervisor, SAYMA clerk.

Address: Unless a meeting can provide office space, the Administrative Assistant operates out of his or her home and can use the physical address of that house as the meeting office address unless it is preferable to establish a P.O. Box.