



Contracted MAC Secretary Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Organization/Community Experience

Please list organization/community experience:

Computer/Email Accessibility

Do you have access to a computer and printer? YES NO

Do you have access to email? YES NO

SECRETARY OF THE MAC (DUTIES/ RESPONSIBILITIES)

MAC secretaries are hired on contract by the Board of Supervisors' office and are compensated for secretarial services they perform. Compensation is \$200 for regular and special meetings and \$75 for canceled meetings. Contractual duties of the MAC secretary include: Attend regularly scheduled or special MAC meetings to take and transcribe summary minutes; send approved minutes to the Board of Supervisors' office two weeks prior to any upcoming meeting, format draft agenda with content provided by MAC Chairman or District Aide; email draft agenda to the Chair and District Aide to review; format and send out final agenda no later than one week prior to any MAC meeting; send copies of the agenda, draft minutes and other related information to the MAC members; maintain the MAC mailing list and send an agenda to all persons on that list; and most importantly, post the MAC agenda in designated public place at least 72 hours prior to any regularly scheduled, canceled or special MAC meeting; provide additional copies of the agendas for the public at MAC meetings; send out MAC approved correspondence, formatted on MAC letterhead, as directed by the MAC Chairman.

MAC Secretaries must provide draft minutes to the District Aide and MAC members no later than 2 weeks after the MAC meeting.

MAC Secretaries are NOT responsible for creating or drafting language for recommendation letters.

MAC Secretaries are NOT required to tape record the meetings nor are the MAC minutes transcribed verbatim.

Disclaimer and Signature

I certify that my answers are true and correct to the best of my knowledge, and that I have read, and if selected would agree to the terms of the attached contract. .

Signature: _____ Date: _____