



Monthly Meeting March 3rd, 2025 5:30pm Stockton City Hall

Call to Order

Pledge

Roll Call:

President - Anna Biggs Vice President - Jason Creighton Secretary - Sidnee Brown
Treasure - Taigen Kerr Member at Large - Colton Williams City Rep - Ressa Brown
USD 271 Rep - Ginger Riffel Executive Director - Payton Keller

(All other members and or visitors in attendance please state your first and last name and what membership you are representing for the meeting)

Secretary's Report

Treasurer's Report

New Business

- Infrastructure Committee - Bylaws, Payton's Role, Budget
- Chamber Dissolution
- Committee Call Out - Tentative discussion pending bullet 2

Next Meeting Tentative on Bullet 2: April 7th at 5:30 in Stockton City Hall

Adjournment

2025 Stockton Area Chamber of Commerce Board Meeting

January 6, 2025 via Zoom @ 1730

Meeting Called to Order at 1730

Attendance: Ginger, Sidnee, Anna, Fireline Bistro, Payton, Taigen, Colton, Lisa , Virgi

Secretary's Report given by Sidnee. No suggested edits. Ginger made a motion to approve, Taigen seconded. All in favor, motion carried.

Treasurer's Report

Read by Taigen. Sidnee made a motion to approve, Ginger seconded, all in favor.

Motion carried.

Bills to be presented:

-Stockton Sentinel, Gove County, Osborne County Farmer and Plainville Times for OTC advertisement. There is also a bill for renting the City Hall. Virgi made a motion to approve, Sidnee seconded. All in favor, motion carried.

2025 Budget:

-Budget was presented by Anna. She suggested a budget committee for discussion of what events to stay/go, fundraising, etc. Ginger and Sidnee agreed. Ginger suggested more volunteering outsourcing for OTC. Anna discussed Pumpkin Patch and Bingo budgets being high. Anna would like to table until end of the meeting/committee meeting.

Old Business:

Election of Board- Representatives listed in old minutes.

-Gala: Payton discussed- on 01/25/2025 at Red's Venue with a casino theme.

Event is from 5pm-9pm. Approved budget was \$2,500. It is \$25 per attendee. 21 people RSVP'd. Some board members cannot attend but some that can have not RSVP'd yet. Payton estimating an extra 5 RSVP's.

Goodie bags/ door prizes: upon entry:

- membership info packet (vote took place regarding incentives being given

for this. Taigen moved to take off \$5 from membership dues for signing up.

Ginger proposed taking \$25 off of membership dues if this doesn't eat up budget.

Ginger moved for a 10% discount off of membership tier for attending the Gala,

Taigen seconded. All in favor, motion carried.

- Lottery Tickets: 2 per person

- Prizes: Ginger made a motion to give lottery ticket winner a free silver

membership in one of the prizes, with option to get \$50 off a higher tier

membership, and one free social media add, Sidnee seconded. All in favor,

motion carried.

- StocktonOpoly, give away board game at door? Anna made a motion to give

all attendees and guests a StocktnOpoly at the Gala, Sidnee seconded,

All in favor, motion carried.

- Payton discussed per the committee downsizing appetizers with low RSVP

numbers. Anna made a motion to approve purchase of food for both dinner and

appetizers at the lower number of Gala attendees, Sidnee seconded. All in favor,

motion carried.

- Games: Payton proposed not buying poker chips, instead using older Stockton

Opoly games as the chips, saving us money. Taigen made a motion to use

StocktonOpoly faux money instead of purchasing new poker chips, Sidnee

seconded. All in favor, motion carried.

- Ginger proposed checking with law enforcement regarding Kansas laws

regarding gambling and roulette. Anna will have the committee discuss this.

Chris suggested to discuss with Kansas Lottery or gaming commission regarding rules and regulations. An email will be sent by committee out with their blessing.

-Decor: Payton checked with after prom committee and they suggested checking on Temu for these as it is similar to Walmart. No vote needed.

-PowerPoint: any other information needed to add? No discussion.

New Business:

-Springtime Doorbuster:

-Ideas from Payton: 1. Spring seminar (last year had May workshop), 2. Easter Egg Hunt in business (i.e coupons inside, each business sponsor an egg with special gold egg they host, if someone finds gold egg, they get entered into drawing. Another option: someone paint rocks that look like Easter eggs. Another option: have easter eggs laid on lawns (Payton talked with Tera Yohan with Junior class who did that last year and she said it wasn't a huge money maker). Another option: scavenger hunt to go into business to mark off list. Another option: Springtime open houses for business, possibly with easter egg hunt during the event.

-Fundraising: murder mystery dinner, business bingo into fundraiser, 250 piece puzzle and large pizza wins \$250 in cash (for 4 people- puzzle food and drinks is \$80),

basket raffles at event of choosing, spring shopping spree (Russell did this, sold raffle tickets for chamber bucks). Taigen stated Plainville had something similar with puzzles, and they had a good turnout. Ginger was curious how pizza and puzzles benefitted the business, Payton discussed that this was more for fundraising for the businesses.

Discussion was held on fundraising and how this needs to be transparent on what the funds will be used for. Payton discussed that fundraising was supposed to be being

done all along to fund Payton's income. Taigen suggested this be discussed at the city meeting.

Anna stated we need to address in Payton's role on if we are not wanting to do fundraising or if we are. Ginger made a motion for Payton to pursue a spring event or ideas with a limited budget to increase traffic to our businesses. Taigen seconded. All in favor, motion carried.

-Paint removal: Monday's throughout January 6:30pm-8:30pm. If anyone has free time, Payton has supplies and can give out.

-Fundraising Options: discussed above.

-Bylaws: Anna suggested moving this into the budget and Payton's role as a committee called the Infrastructure Committee. This will be appointed by president. Sidnee, Chris Hanson, Anna volunteered to be on the committee. Chris suggested having Payton sit on this committee for her input to be there about her role and goals. Payton and Taigen also volunteered. Anna will ask Reesa Brown, city representative, to sit on this committee as well. Ginger made a motion for there to be an infrastructure committee, Sidnee seconded. All in favor, motion carried. Once committee is ready, we will attend the city meeting.

-Membership: New tiers discussed as in agenda. Sidnee made a motion to approve membership tiers as presented, Anna Seconded. All opposed. Ginger made discussion regarding events listed in the tiers. If we decide to cut events, this will cause issues to arise. Taigen suggested changing to a set amount of vendor booths listed (i.e. 1). Anna suggested changing wording to events. Sidnee motioned to approve tiers with editing wording regarding chamber events with no specific events listed, Ginger seconded. All approved, motion carried.

-Payton's Role: will be discussed at infrastructure meeting.

-City Meeting: We were scheduled for 2 nd meeting in January, but with new infrastructure committee, this will be postponed.

Committee Reports:

-Need to vote on committee dates, parade date and theme for OTC.

-Committee recommends dates of November 28, 29 and 30 th of 2025.

Theme to be Santa's Work Shop. Requesting approval for funding for postage for Adam's thank you letters going to parade participants. No discussion. Anna made a motion to approve OTC committee's dates, theme and funding as discussed above, Ginger seconded. All in favor, motion carried.

Member/Public Comments: None noted.

Reminder given that the Chamber's email was hacked in 2024 and we had switched to Gmail. stocktonschamber@gmail.com

Please let the chamber know if you are not receiving emails and should be.

Next Meeting: Scheduled for 02/03/2025 at City Hall, but Payton is unable to attend.

Chris made a motion to have the next meeting be 03/03/2025 at 5:30pm at City Hall and have infrastructure committee have all results at that meeting, Colton seconded. All in favor, motion carried.

Meeting adjourned at 1924 with Ginger moving and Colton seconding.

Financial Report					
Stockton Area Chamber of Commerce					
Jan 31, 2025					
General balance as of Dec 31, 2024			\$11,404.07		
Income:					
1/28/25	Memberships	Membership Dues	\$1,195.00		
1/28/25	Gala	Gala Dinner	\$600.00		
1/2/25	Stocktonopoly		\$10.00		
1/2/25	Coupon Books		\$20.00		
1/2/25	Vendors	OTC	\$80.00		
		Total:	\$1,905.00		
Expenses:					
1/9/25	Amazon	Gala decor	\$22.98		
1/9/25	Amazon	Gala scratch off stickers for lottery tickets	\$10.94		
1/7/25	Amazon	Gala scratch off stickers for lottery tickets	\$12.03		
1/8/25	Temu	Gala decor & decks of cards	\$73.73		
1/8/25	Stuffed Cupcakes and Cookies	Gala- Cake Pops	\$84.00		
1/13/25	Nex-Tech	Cell phone	\$25.58		
1/13/25	Amazon	Ink & paper	\$51.44		
1/14/25	City of Stockton	OTC	\$50.00		
1/22/25	Osborne County Farmer	Ads- OTC	\$50.00		
1/22/25	Fireline Bistro	Gala- Charcuterie Board	\$75.00		
1/24/25	Dollar General	Trash Bags	\$8.21		
1/24/25	Stockton Sentinel	Ads- PP & OTC- message at the bottom	\$377.40		
1/27/25	Websters Supermarket	Gala- apps	\$41.20		
1/27/25	Plainville Times	Ads- OTC	\$54.83		
1/27/25	Payton Keller	Payroll +\$33 internet	\$1,242.90		
1/25/25	The Daily Grind	Gala- Catering & Apps	\$663.57		
12/31/25	Jeter Law	Rent- Decembers deposited	\$75.00		
1/30/25	KDOL	Pending \$12.01			
1/30/25	IRS QRT		\$105.00		
1/30/25	IRS QRT		\$709.62		
1/28/25	Jeter Law	Rent- Jan pending \$75			
		Total	\$3,733.43		
Total account balance Jan 31, 2025:			\$9,575.64		
	Previous	Deposits/Withdrawals	Balance		
Bingo			\$1,485.18		
Balance in Chamber Check account:			\$5,281.57		
	Stockton Sentinel	We VOIDED the \$400 check from December meeting and I wrote a new one for \$337.40.			
		We contacted the sentinel and got things sorted out.			
		October & November ads hadn't been paid.			

Feb 28, 2025

[illegible]

With Payton's Payroll removed the balance is 9,411.73

Stockton Area Chamber of Commerce
By-Laws 2025

Article I - Name

The name of this organization shall be the Stockton Area Chamber of Commerce, Inc.

Article II - Mission Statement

The Stockton Area Chamber of Commerce, Inc. strives to provide new and existing businesses with the opportunity to engage in networking, community activities, and support the economic well-being of our area business.

Article III - Membership

Section I: Membership dues will be determined by the board of directors and may be adjusted periodically. The dues shall follow a rate, schedule or formula set by the board of directors and must be paid annually. No membership in arrears for dues shall be entitled to vote or exercise any other membership privilege, unless there is a special assessment at the board's discretion.

Section II: Memberships must be reviewed over and revoted on by the board yearly. This must take place at the July meeting.

Section III: Organizations auxiliary to the chamber of commerce may be formed by the board of directors, provided the general tenor of the same is in accord with the object set forth above.

Section IV: Members may designate a representative to attend meetings and vote on their behalf. This member should be designated at the time of membership sign up, if this individual changes it is the member's job to notify the executive director of the change.

Article IV - Voting

Section I: Each membership in good standing of the chamber of commerce is entitled to one vote. Voting shall be by membership only. (No member shall cast more than one vote). Absentee ballots will be allowed only if the board of directors reviews and approves the ballot form in advance. No individual may cast a vote on behalf of more than one member on any issue. Electronic voting is acceptable when offered or deemed necessary.

Article V - Meetings

Section I: The Stockton Area Chamber of Commerce shall hold a minimum of six general meetings per year at a time, date, and location determined by the board of directors. The date of the next meeting shall be announced at the conclusion of each meeting. Additional meetings may be scheduled as needed at the discretion of the

board. The board of directors may conduct digital votes when deemed appropriate. If a motion is approved through a digital vote, the results must be made public within 48 hours.

Section II: Board members shall be notified at least one day in advance if there is a change in location or time of meeting. Meetings may be held in person, virtually or as a hybrid of both, provided that minutes are recorded.

Section III: A special meeting of the Stockton Area Chamber of Commerce may be called by the President or upon written petition of any five members. Notice of a special meeting will be given to members 24 hours in advance and shall specify the time, place and purpose of the special meeting. Meetings may be held virtually, in person or as a hybrid of both, provided that minutes are recorded.

Section IV: A quorum shall consist of the majority of the board members in attendance at any duly called meeting of the chamber of commerce.

- a. A majority of directors shall constitute a quorum at any board meeting.
- b. A majority of committee members in attendance shall constitute a quorum at any committee meeting

Article VI - Board of Directors

Section I: The Stockton Area Chamber of Commerce shall be governed by a board of seven directors. One board position shall be held by a representative from the City of Stockton. The board shall consist of a President, Vice President, Secretary, Treasurer, and member directors. Elected directors shall serve a term of one year, with a maximum of two consecutive terms in the same officer position. Board members may continue to serve beyond this limit but must transition to a different officer role if they wish to remain in leadership. The City representative shall be appointed by their organization. All terms shall run from January through January.

Section II: At the July meeting, current board members will have the opportunity to stay on or step down. The nominating committee will lead the recruitment process for any board vacancies. Nominations must be submitted by the deadline set by the committee and will be shared with the membership to vote on in advance of the September meeting. Newly elected board members will be announced at the September meeting. Newly elected board members are required to attend the regular September meeting and will stay after to hold an executive session to decide officer positions.

Section III: Within the first three months of the Stockton Area Chamber of Commerce, Inc., the board shall establish a nominating committee composed of the President and at least two other board members. The President shall serve as the committee chair. The nominating committee shall present at least one candidate for each board vacancy at the July chamber meeting. Before nomination, the committee must confirm each candidate's willingness to accept board responsibilities through personal contact, email, text message, or messaging service. Nominations from the floor will also be accepted at the July meeting.

Section IV: If a board position or officer role becomes vacant, the Vice President shall assume the position until a new appointment is made. If any board member or Executive Director fails to attend two consecutive scheduled meetings without just cause, the board shall discuss the matter and determine whether the member should be asked to resign.

Article VII - Officers

Section I: If the position of Executive Director becomes vacant, delegated duties shall continue as assigned. If two parties agree to swap delegated roles, they may do so with board acknowledgment.

Section II: Duties of the Officers:

- a. Executive Director - The Executive Director oversees the day-to-day operations of the corporation, presents findings and suggestions to the board, but is not a voting member. With board approval, they sign all deeds, contracts, formal documents, and other instruments affecting the chamber and its properties. The Executive Director is responsible for collecting dues, signing up new members, managing the website and social media, handling taxes, assisting in agenda preparation alongside the President, scheduling speakers, workshops, seminars, and orientations, and researching grants to distribute to members while writing grants exclusively for the chamber. They act as the Chairperson for the fundraising committee, maintain organized documentation of chamber records, oversee finances in direct communication with the Treasurer, attend meetings, coordinate ribbon cuttings and grand openings, and collaborate with local entities to support businesses. Additional responsibilities include writing newsletters, answering phone calls, creating forms, marketing materials, and advertisements, managing mail, tracking memberships, providing bills to the Treasurer, performing other tasks necessary for the chamber's operations, and keeping the office in order and cleaning as needed. The Executive Director is not required to sit on all committees but will participate in those designated by the Board of Directors. This position will help in the transition of a new officer when the current officer decides to move on.
- b. President - The President presides over meetings and serves as the head of the Chamber and the Board. With board approval, they sign all deeds, contracts, formal documents, and other instruments affecting the Chamber and its properties. The President also works alongside the Executive Director to formulate meeting agendas. The President serves as committee chair for the nominating committee. In the event of a vacant Executive Director position, the President assumes additional responsibilities, including managing emails, answering phone calls, overseeing social media and the website, preparing agendas, creating marketing materials and advertisements, acting as the Chairperson of the fundraising committee, producing newsletters, and handling other day-to-day operations necessary for the Chamber's continued function. This position will help in the transition of a new officer when the current officer decides to move on.
- c. Vice-President - The Vice President shall perform any of the board officer duties if an officer is absent from a meeting. If a committee is reduced to two members, the Vice President must step in to meet the required minimum of three committee members. In the event of a vacant Executive Director position, the Vice President assumes additional responsibilities, including collecting memberships and dues, as well as coordinating ribbon cuttings, and grand openings. This position will help in the transition of a new officer when the current officer decides to move on.
- d. Treasurer - The Treasurer shall sign all checks as authorized and serve as the technical custodian of all chamber funds. They shall keep books of account and present a monthly financial report at meetings. The Treasurer is required to sit on the fundraising committee and prepare the yearly budget. In the event of a vacant Executive Director position, the Treasurer assumes additional responsibilities, including serving as the Chairperson of the fundraising committee, overseeing all taxes, and managing any other

financial-related duties necessary for the Chamber's operations. This position will help in the transition of a new officer when the current officer decides to move on.

- e. Secretary - The Secretary shall conduct correspondence and maintain an accurate record of all scheduled meeting minutes for all Chamber and committee meetings. The Secretary is also responsible for roll calls. In the event of a vacant Executive Director position, the Secretary assumes additional responsibilities, including grant writing and grant researching. This position will help in the transition of a new officer when the current officer decides to move on.
- f. Members at Large - The duties of the remaining two board members shall be assigned by the Executive Board as needed. Members at Large represent the Chamber at meetings designated by the board and report back to the Chamber. In the event of a vacant Executive Director position, the Member at Large assumes additional responsibilities, including coordinating speakers, workshops, networking events, and seminars. This position will help in the transition of a new officer when the current officer decides to move on.
- g. City Representative - The City Representative shall serve as the liaison between the Chamber and the city, ensuring clear communication and collaboration between both entities and give reports of each entity at both entities meetings. This position will help in the transition of a new officer when the current officer decides to move on.

Section III: The Executive Director's salary shall be based on an expected workload of 80 hours per month. If compensation is reduced, the Board reserves the right to adjust the Executive Director's hours accordingly. As we operate in coordination with the city, our funding is subject to approval and must be formally requested at a city meeting prior to the start of each new year. This ensures that financial allocations are properly accounted for and distributed. It is essential that we plan ahead and submit our request in a timely manner to secure the necessary funding for the upcoming year's operations.

Article VIII - Committees

Section I: The President has the authority to appoint committees, subject to confirmation by the Board of Directors. Committees may be formed at any meeting, provided they consist of no fewer than three members, including a designated chairman. Committee appointments shall not exceed one year. All committee members must be present at the meeting where the committee is established. The Board will then vote to determine whether the committee is necessary. A board member or Executive Director must sit on each committee.

Section II: Committees may take formal actions within the budget approved by the Board. All committees must submit meeting minutes to the Secretary and/or Executive Director for documentation. Committees are required to attend the July meeting to present their final event plans to the Board. A committee shall be discharged by the Board upon completion of its purpose. Committee members who fail to attend two consecutive meetings will be removed from the committee.

Section III: All insurance costs must be included within the committee's approved budget. If a committee wishes to increase its budget, it must request Board approval by securing a place on the meeting agenda. If a committee anticipates needing a higher budget for the following year, it must notify the Treasurer so the request can be considered during the next budgeting cycle.

Section IV: Before being discharged, all committees must finalize their term by setting dates and themes for the following year. Additionally, committee members must submit any marketing or advertising materials they wish to be published to the Executive Director, who will handle the creation of flyers, ads, and other promotional materials.

Section V: Nominating (pres chair), Fundraising/Finance (exec. chair), and Bylaws (every three years)(pres chair) are mandatory committees. All other committees are at the discretion of the board.

Section VI: Fundraising/Finance committee will be allowed to hold fundraisers within their budget, and do not have to wait until the July meeting to propose fundraisers. They are still required to come to the July committee meeting to review the finance side of the other committees.

Article IX - Finances

Section I: The yearly budget must be presented at the July meeting for the following year. The Treasurer is responsible for maintaining budget records and presenting them to the Board as needed.

Section II: All money paid to the Stockton Area Chamber of Commerce, Inc. shall be placed in a general operating fund or other designated funds as authorized by the Board of Directors. The Chamber must maintain sub-accounts for all hosted events, payroll and taxes, and a miscellaneous account for donations, sponsorships, and small gatherings. Donations may be made and accepted, as designated by the donor, for special promotions or projects.

Section III: The Chamber of Commerce may conduct fundraising activities to support payroll, events, office supplies, projects, and any other needs identified by the Board of Directors. All funds raised shall be allocated as determined by the Board.

Section IV: Any emergency expense exceeding \$100 made by the authorized account holders must receive prior Board approval unless it falls within an already approved budget. Disbursements shall be made via check signed by the Treasurer or President, or by debit card used by an authorized individual. No part of these funds shall be distributed to the members of the Chamber.

Section V: In the event of the Chamber's dissolution, any remaining funds shall be distributed to the City of Stockton. The decision to dissolve the Chamber shall be made by a vote of the Chamber Executive Board.

Section VI: A review of expenditures shall be conducted by the Board of Directors at the end of each seasonal event to ensure financial accountability and transparency.

Section VI: All budget increase requests must be submitted to the Treasurer before the July Meeting. The budget for the following year will be announced at the September meeting.

Article X - Chamber Belongings

Section I: Large items owned by the Chamber will be available for rent. Non-members may rent items for \$25 per day per item, plus a \$25 per item deposit, payable at the time of booking. Members are required to pay a \$25 per item deposit at the time of booking, which will be refunded if no damage occurs.

Section II: Small items owned by the chamber are available for loan to our members. If the member wishes to use an item as a giveaway for their business or event, and does not plan to return the items, this must be approved in a chamber meeting.

Section III: The Executive director will keep track of the scheduling of loaned items and their return from the members. The Executive Director will also be in charge of collecting the fee before the item leaves storage.

Article XI - Parliamentary Procedure

Section I: The proceedings of the Stockton Area Chamber of Commerce shall be governed by and conducted according to Robert's rules of order as revised.

Article XII - Amendments

Section I: These bylaws may be amended by a majority vote of the board members in good standing, in attendance at any meeting, provided that such amendments shall be plainly stated in the call for the meeting in which they are to be considered.

Section II: These bylaws shall be reviewed by the bylaws committee at least once every three years.

Adopted and approved this **3rd day of March, 2025** by the Stockton Area Chamber of Commerce.

President

Anna Biggs

Executive Director

Payton Keller

2025 Proposed Budget
\$7,600

Category	Notes	Proposed Budget
Fundraising		
Fundraising	Bingo, Raffles, Ect.	\$500
Total Proposed		\$500
Event Committees		
Pumpkin Patch		\$200
Olde Tyme Christmas		\$200
Gala		\$200
Total Proposed		\$600
Office		
Office Supplies	Ink, Paper, Website, Cellphone, Rent, Postage, Envelopes, ect.	\$3,000
Total Proposed		\$3,000
Taxes		
Taxes		\$3,600
Total Proposed		\$3,600

Chamber Executive Director Job Summary

Position Summary

Under the supervision of the Stockton Area Chamber of Commerce, Inc. Board of Directors, the primary role of this job is to provide support to our community by promoting new and existing businesses through networking and community activities. This will be a part-time job with no benefits.

Responsibilities and Duties

- Oversee day-to-day operations of the Chamber of Commerce
- Present findings and make suggestions to the Board of Directors (non-voting member)
- Sign deeds, contracts, formal documents, and other instruments with Board approval
- Collect dues and sign up new members
- Manage website and social media platforms
- Handle taxes and assist in agenda preparation alongside the President
- Schedule and coordinate speakers, workshops, seminars, and orientations
- Research grants to distribute to members and write grants for the Chamber
- Act as Chairperson for the fundraising committee
- Maintain organized documentation of all minutes, agendas, financial reports, committee plans, photos, graphics, newsletters, and other records (digital and/or paper)
- Oversee general finances in direct communication with the Treasurer
- Attend Chamber meetings
- Coordinate ribbon cuttings and grand openings
- Collaborate with local entities to better serve businesses
- Write newsletters, emails, and handle phone communications
- Create forms, marketing materials, and advertisements as needed
- Collect and manage mail
- Track memberships and provide billing information to the Treasurer
- Research and develop new events, ideas, and promotional goods
- Perform any other tasks necessary for the Chamber's operations
- Participate in Board-designated committees as needed

Qualifications

Education, training, license, certification, and experience

- Strong, oral and written communication, skills, computer application skills, and the ability to analyze and compile, technical and statistical data are required
- The ability to work independently, manage multiple projects, meet deadlines, and work effectively with Board of Directors in local leaders, citizens, and community organizations.
- Ability to build rapport with key stakeholders
- Must be willing to advance training and attend training as needed.
- Must be able to attend meetings and host events.
- Ability to maintain a driving history that is acceptable for coverage by the chambers insurance carrier

Skills and Abilities

- Operate a computer using Google Docs, Google sheets, Gmail, Google Forms, Canva, etc.
- Set priorities in exercise sound independent judgment
- Organize and maintain office space
- Understand and follow written oral instructions; prepare clear, accurate and concise records and reports.
- Establish and maintain effective working relations with the board of directors, management, staff, the public and others encountered in the course of work.
- Provide excellent customer service; skillfully and safely operate a motor vehicle when required performing work duties.

Working conditions

- Sitting for extended periods of time
- Standing, crouching, and kneeling frequently
- Lift and/or carry minimum of 25 pounds frequently
- Extensive phone usage
- Extensive computer usage