



Supplemental Questionnaire for the Executive Assistant/Clerk of the Board

- 1. The Executive Assistant/Clerk of the Board manages the agenda and package review and preparation, meetings attendance, and transcript of minutes for TAM's Board of Commissioners and various committee meetings.**

Please describe your experience managing an agenda process for a governing board or committee; transcribing minutes; and proofreading for accuracy.

- 2. The Executive Assistant/Clerk of the Board manages adherence to the Brown Act and other Open Meeting requirements, coordinates requests and responses for Public Records Act requests with TAM staff and serves as the Filing Officer for TAM's Statements of Economic Interests.**

Please describe any experience you have had with the Brown Act and other open meeting requirements, requests for Public Records and Statements of Economic Interests.

- 3. The Executive Assistant/Clerk of the Board is responsible for working closely with the Board and Committee members as well as outside Elected Officials, agency heads or executives, and their staff members for coordination of interagency meetings and event planning.**

Please describe your experience interacting with Elected Officials, agency heads or executives, and their staff, especially your experience with planning for a multi-level, multi-agency meeting.

- 4. The Executive Assistant/Clerk of the Board is responsible for supporting the Executive Director with calendar management, travel and meeting arrangements, preparation and proofreading of documents, etc.**

Please describe your experience related to administrative support activities for an upper management position.