

### **Monthly schedule**

- 2<sup>nd</sup> Monday sent draft agenda to the president for approval
- 2<sup>nd</sup> Thursday post agenda at Valley Market, Post Office & Rovero's. Also post on district website
- 2<sup>nd</sup> Friday assemble & deliver board packets. Also post on district website
- 3<sup>rd</sup> Thursday attend meeting. Take sign in sheet, extra agendas, checks and documents for signature
- 3<sup>rd</sup> Friday email upload register Missoula County & take down agendas  
Upload final minutes to the county to be recorded and post on the website

### **Throughout the month**

- Collect the mail
- Download CAB bank statement & reconcile in QuickBooks
- Download Missoula County account statement & reconcile in QuickBooks
- Create the invoices sheet & financial reports
- Complete minutes
- Collect documents for the next board meeting and draft the agenda.
- Keep website up to date.
- Answer questions from the public and/or forward on to manager and/or President

### **Annual**

- Keep SAM registration current Needs to be renewed by July 16 2025. The new person will need to get a log in and start the renewal early. I would allow at least 4 months.
- Annual financial reports need to be filed with the Department of Admin by December 31<sup>st</sup> each year. I have done 2024.
- Coordinate with the manager to create the notice of hearing for the fee assessment and print the mailing labels for the fee assessment mailing Place the notice in the Pathfinder twice.