

**Prepared for the SNAE Board of Directors**

**1/1/2026 (Amended 1/4/2026)**

**A Resolution to Create an Organization Administrative Assistant**

**Background**

- The organization recognizes it does not have enough volunteers to perform all its necessary work without burnout.
- The organization acknowledges it runs a healthy surplus year to year.
- The organization understands the benefits of having a person on retainer to carry out flexible functions to support the mission, raise the standard of labor performed, and improve productivity and efficiency.

**It was Resolved That:**

The Organization hereby creates an “Organization Administrative Assistant” (OAA) directly under the Board of Directors independent of any committee.

**The OAA shall serve indefinitely during good behavior and have the following qualifications:**

- At least 3 years of service as a SNAE Volunteer
- At least 3 years of service in leadership within SNAE events
- Support from the simple majority of the Board of Directors for appointment

**The OAA shall have the following compensation:**

- \$1,250 per month with an expected work commitment of 20 hours per week.
- Free basic Attendance to all SNAE events; event committees decide if attendance can stack or transfer.
- Any additional bonuses or backpay as deemed appropriate by majority Board decision.

**The OAA shall have the following responsibilities:**

- Auditing committees and their departments to make recommendations for improved efficiency (e.g. lower financial costs, lowered fatigue, increased cash flow, improved morale).
- Coordinating with leadership at all levels to identify possible areas of improvement.
- Augmenting administrative tasks to improve customer satisfaction and speed/accuracy of engagement (e.g. managing mailing lists, directly handling purchase-related issues if Sales representatives are not immediately available).

- Working with HR, financial, and similar departments to create, maintain, and revise paperwork and carry out tasks.
- Collecting statistics and providing analysis for use in policy proposals.
- Drafting and preparing general documents as needed.
- Performing year-round administrative tasks where current labor is absent or strained AND where there is not a unsatisfied technical requirement (e.g. A/V, IT, medical).
- Provide general support to leadership to build stronger committees.
- Retain logs for the Board's auditing of tasks carried out so the Board may consider if changes to the OAA position are necessary.