

**Advisory Neighborhood Commission (ANC) 6A
Service Contract for ANC Coordinator for
Agenda Package Preparation and Web facilitation**

This is an agreement between Advisory Neighborhood Commission (ANC) 6A and Ms. Irene Dworakowski for the following services:

Ms. Dworakowski is, for the sum of \$200.00 each, to prepare the ANC6A agenda package monthly. As part of these duties, Ms. Dworakowski is to:

- Review ANC6A meeting minutes from the previous month's meeting, format and make editorial changes, and solicit approval of ANC6A commissioners by email.
- Review ANC6A committee meeting minutes from the previous month's meeting, format and make editorial changes, and solicit approval of ANC 6A committee chairs.
- Compile a meeting agenda based upon recommendations from the ANC 6A committees. An agenda must be available to the public one week prior to the ANC 6A meeting.
- Compile the agenda package in its entirety, including attachments, addendums, electronic photographs, etc. The agenda package should be received by commission no later than the day before the ANC6A meeting.

Ms. Dworakowski is, for a monthly fee of \$250.00 per month, to make all necessary updates to the website. This will include but is not limited to:

Posting:

- agendas for ANC and Committees (and replacing them with more current versions if updates are made between the original posting and the meeting) - max. 24hr turn-around is needed on these unless by prior arrangement
- minutes for ANC and Committees
- correspondence generated by the ANC and occasional replies and other related documents
- Settlement Agreements
- approved grant applications (and any "compliance reports" related to the grants program)
- Treasurer's reports, Quarterly Reports, Annual Budget incl. updates if needed plus occasional other financial documents (e.g.. contracts)
- Other document and information necessary for ANC business

Maintaining:

- Calendar, adding and removing events (at direction of commissioners or at request of public per rules posted on calendar page of website)
- Commissioner page and individual commissioner pages
- Committee pages

Adding/updating if notified/requested by ANC Chair or his designate:

- hot topics" on home page
- government contacts page
- community groups (or if notified by the community group - if there are questions check with Chair or designate)
- publications (or if notified by the publication - if there are questions check with Chair or designate)
- "Contact us" page
- Other Website information as necessary for ANC business

Archiving:

- Minutes, agendas, correspondence and grants following current timing

Additional tasks:

- forward to the anc6a-announce, newhilleast and anc-6a listservs, the ANC and Committee agendas and meeting cancellations or changes of venue that are not submitted by the ANC or committees themselves
- tweet links to the ANC and committee agendas once they have been posted

The website coordinator shall give at least two weeks' notice of any period of non-availability and will assist in arranging "back up" web assistance if this will unduly affect posting of agendas.

The website coordinator will not be expected to spend more than 180 hours per 12-month period (avg. 15 hrs/month) without additional compensation.

This contract for services is at will and can be terminated without cause.

Signed:



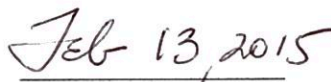
February 13, 2015

Phil Toomajian
Chair, ANC6A

Date



Irene Dworakowski



Date