

**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 for Fiscal Year (FY) 2023 beginning October 1, 2023 through September 30, 2024:

Ms. Dworakowski is, for the sum of \$300.00 each, to prepare the ANC 6A agenda package monthly. As part of these duties, Ms. Dworakowski is to:

- Review ANC 6A meeting minutes from the previous month's meeting and draft letters for the upcoming month's meeting, format and make editorial changes, and solicit approval of ANC6A commissioners by email.
- Review ANC 6A committee meeting minutes from the previous month's meeting and draft letters for the upcoming 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 ANC 6A meeting.

Additional tasks:

- Transmit invoices for her services and printing services provided by FedEx and other vendors in a timely manner to the ANC Treasurer for inclusion in the monthly Treasurer's report;
- Maintain and update the ANC 6A Orientation document and distribute the document to ANC Commissioners, Committee Chairs and Members prior to the January meeting of the Commission.

The agenda preparer will not be expected to spend more than 110 hours per 12-month period (avg. 10 hrs./month) without additional compensation. Compensation will be based on a rate of \$30.00 per hour.

Ms. Dworakowski is, for a monthly fee of \$450.00 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. 24 hour 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 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 anc-6a and newhilleast 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;
- Notify Web HSP to resolve server problems and notify the Chair that the issue has been resolved;
- Notify Max Kukoy to resolve WordPress website updates and problems and notify the Chair that the issue has been resolved;
- Monitor ANC6A@yahoo.com and forward pertinent correspondence to appropriate ANC Commissioners and Committee Chairs.
- Send ANC 6A announcements and suggested links to the Community Outreach Committee (COC) for posting to the ANC 6A Facebook page and provide guidance to COC regarding appropriate items to be posted.

Additional tasks during periods when ANC 6A is meeting virtually:

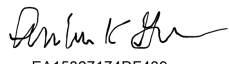
- Schedule virtual meetings for ANC 6A and Committees on Zoom, add appropriate monthly Panelists to the Zoom webinars, send invitations to Panelists and confirm those individuals receive them, initiate, staff and record full Commission meetings on Zoom; assist Committee designees to initiate Committee meetings on Zoom, post recordings of ANC meetings to the website and forward recordings of meetings to the ANC scribe and Committee Chairs to aid in the compilation of meeting minutes;
- Work with Commissioners and Committee Chairs to ensure that interpretation services have access to virtual ANC and Committee meetings.

The website coordinator will not be expected to spend more than 180 hours per 12-month period (avg. 15 hrs. /month) without additional compensation. Compensation will be based on a rate of \$30.00 per hour.

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.

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

Signed:

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10/15/2023

Amber Gove
Chair, ANC6A

Date

DocuSigned by:
Irene Dworakowski
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Irene Dworakowski

10/15/2023

Date