

Executive Assistant  
Kiwaniis Club of Atlanta  
May 2010

1. **Office Staff and Specific Duties.** The office staff consists of a full-time Executive Assistant. Flexible workweek with possibility of scheduled telecommuting.
  - a. The Executive Assistant is responsible for:
    - 1) Operating and securing the Club office.
    - 2) Maintaining Club records.
    - 3) Handling all Club funds and the records pertaining thereto in support of the Club Treasurer.
    - 4) Accomplishing all administrative actions required by this SOP.
    - 5) Performing all administrative matters pertaining to the Kiwanis Foundation of Atlanta.
    - 6) Maintaining the Club's relations with its members, Kiwanis Division 1, the Georgia District, Kiwanis International, and the general public.
    - 7) Maintaining the Club office in a clean, orderly condition at all times.
  
2. **Employment Policy.**
  - a. The Executive Assistant will report to the Officers of the Club.
  
  - b. The Club Secretary serves as the Club personnel officer, is authorized to hire employees, and has overall supervisory authority of employees. Employment with the Club is terminable at will.
  
  - c. An employee's, or a potential employee's, age, sex, national origin, race, religion, or handicap will have no bearing on hiring, promotion, pay, or benefits.
  
  - d. The first 90 days of employment will constitute a probationary period during which a new employee may be dismissed without a hearing as to cause.
  
  - e. The Club Secretary may dismiss employees with or without cause. Employees may seek reinstatement by petitioning the Board of Directors. Such requests must be delivered in writing to the Club Secretary within seven (7) calendar days following dismissal. The Club Secretary will submit requests for reinstatement to the Board of Directors at their next regular monthly meeting. Decision of the Board of Directors will be final.
  
3. **Salary**
  - a. Salaries.
    - 1) The Executive Assistant will be employed on a full-time basis. His or her salary will be reviewed annually during the budget development process and will be approved by the Board of Directors.
  
  - b. Benefits and Expenses.
    - 1) Full-time employees will be provided the following during their period of employment unless changed by mutual agreement between the employee and the Club Secretary:
      - a) Health insurance.
      - b) Life insurance.
  
  - c. Expenses.

- 1) Parking. The Club will arrange and pay for a parking place near the office location. The parking place will be available for use by the office staff with priority to the Executive Assistant.
- 2) Travel expenses for travel to Kiwanis conventions, conferences, and training when recommended by the Officers of the Club and approved by the Board of Directors.

4. **Work Hours, Holidays and Absences.**

- a. Office hours: Normal office hours are Monday through Friday from 9:30am until 5:30 pm. The Club, at its sole discretion, will consider the possibility of a scheduled flexible workweek and/or telecommuting. The office will be closed from 1:00pm to 2:00pm for lunch except on days of weekly Club or Board of Directors meetings.
- b. Holidays:
  - 1) The office will be closed on the following holidays:
    - New Years Day
    - MLK's Birthday (3<sup>rd</sup> Monday in January)
    - Washington's Birthday (3<sup>rd</sup> Monday in February)
    - Memorial Day (Last Monday in May)
    - Independence Day (July 4<sup>th</sup>)
    - Labor Day (1<sup>st</sup> Monday in September)
    - Columbus Day (2<sup>nd</sup> Monday in October)
    - Veterans' Day (November 11<sup>th</sup>)
    - Thanksgiving Day (4<sup>th</sup> Thursday in November)
    - Friday after Thanksgiving Day
    - Christmas (December 25<sup>th</sup>)
  - 2) If one of the above holidays falls on a Saturday or Sunday, the Friday preceding the Saturday or the Monday following the Sunday respectively will be considered a holiday and the office will be closed.
  - 3) In addition, each full-time employee is allocated two additional days as holidays at his or her choice. Each of those days may be combined with any weekend or other holiday; however, the additional holidays may not be taken on a weekly Club or Board of Directors meeting day.
  - 4) Prior to a day when the Club office will be closed, a notice of that fact will be published in the preceding two editions of the Club bulletin.
- c. Absences. The Club Secretary is authorized to grant excused absences for appropriate reasons, and is the approval authority for any exceptions to the absences authorized by paragraph 4.
- d. Vacation. Two weeks of vacation is authorized for each full-time employee. Vacation schedules will be approved by the Club Secretary and Club President. The Executive Assistant will work with the club Secretary and the Club President to schedule coverage during the absence of the Executive Assistant.
- e. Sick Leave: Sick leave amounting to six (6) days per calendar year (one half (½) sick day earned per month) is authorized if needed. Sick leave days may accrue and be carried forward to future calendar years. If the Executive Assistant's employment is terminated or he or she resigns, sick leave days are lost as of the effective date of termination or resignation.

5. **Training.** Office personnel will be required to attend training at Club expense when it is determined that new skills or an increased level of skill is required to accomplish currently assigned or new responsibilities.
6. **Job Responsibility/Performance Evaluation/Salary Review.**
  - a. Job responsibilities and duties, the Club personnel policies, and salary and benefits will be explained to each employee by the Club Secretary at time of employment and whenever a change occurs.
  - b. An annual evaluation of performance of each full-time employee will be conducted jointly by the outgoing Club President and Club Secretary, and Human Resources Committee, at the end of the Club year, no later than August 31. Input for this evaluation will be given through an annual survey of all Club members regarding their satisfaction of the Executive Assistant.
  - c. Salaries of full-time employees will be reviewed annually during the budget development process.
7. **Minimum Qualifications.**
  - a. Basic bookkeeping skills.
  - b. Working knowledge of accounting software such as Peachtree Accounting or QuickBooks.
  - c. Ability to create and update Excel spreadsheets.
  - d. Technologically savvy, ability to navigate websites, social media, email, and other forms of electronic communication