

ASSET ADMINISTRATIVE SERVICES DESCRIPTION
Addendum to Contract for Services

Position Authority. The Administrative Assistant position is an independent contractor and shall be responsible for performance under this contract.

Position Duties and Responsibilities. The Administrative Assistant shall provide technical and secretarial support to the ASSET Board, Administrative Staff and the subcommittees of the Board throughout the ASSET review process, by assisting the Administrative Staff with documentation, correspondence, notification and planning activities necessary to complete the ASSET process. More specifically, those duties shall include the following:

1. Arrange and attend all scheduled meetings of the ASSET Board, Administrative Staff, subcommittees, and other meetings as directed by the Administrative Team;
2. Prepare and distribute agendas and minutes of all meetings, distribute correspondence to appropriate Board members and/or Administrative Staff, and maintain file copies of said agenda, minutes, and correspondence. Agendas shall be distributed seven (7) days prior to the meeting for which it is intended. Minutes shall be distributed within seven (7) days following the meeting they apply to;
3. Distribute any and all materials to agencies which is needed for preparation of budget requests;
4. Maintain database of agencies, services, client statistics and funder expenditures as directed by the Administrative Team;
5. Prepare and submit a monthly invoice of reimbursable expenses by the 1st of each month to the ASSET Treasurer;
6. Be the contact person for the website and provide assistance with webpage maintenance.

Work Schedule. Administrative Assistant shall attend all scheduled meetings of the ASSET Board, Administrative Team Meetings and other meetings as directed by the Administrative Team. Sufficient time shall be committed outside meeting times to complete the business required to complete the duties and responsibilities.

Compensation. Administrative Assistant shall be paid an annual amount of \$13,800, to be paid monthly by Funders as set out in Contract for Services. Compensation for contract services shall be reviewed in June of each year with the compensation for the following year to be set by July 1 of each year by addendum to this contract.

I hereby agree to perform the duties and responsibilities as set out above for the compensation stated until such time as this contract is terminated as stated in the Contract for Services.

6-11-08
Date

Donna Scher
Provider

CONTRACT FOR ASSET ADMINISTRATIVE SERVICES

The undersigned Joint Funders of the ASSET Board agree to contract for administrative services for the ASSET Board, its subcommittees and the ASSET process. Story County, Iowa; the City of Ames, Iowa; the United Way of Story County; the Story County Department of Human Services and the Iowa State University Government of the Student Body (Joint Funders), by their undersigned representatives, contract for services with Donna Scherr (Provider), as set forth in the Administrative Services addendum attached hereto and incorporated by this reference.

The undersigned Joint Funders agree to equally fund the contract for ASSET administrative services. This contract shall be effective upon the signing of the representatives of the Joint Funders and the Provider. Either the Provider or the Joint Funders may terminate this agreement upon giving the other party thirty (30) days notice in writing.

Donna Scherr
Provider

6-11-08
Date

Jane E. Halliburton
Story County, Iowa

6-25-08
Date

City of Ames, Iowa

Date

Robert M. Heydorn - Pres.
United Way of Story County

07/02/08
Date

Kenneth A. Riedel
Story County Department of Human Services

6/19/08
Date

ISU Government of the Student Body

Date