

MCCMC Secretary/Treasurer

Position Summary

The Secretary/Treasurer provides core administrative, meeting, and financial support for MCCMC (Marin County Council of Mayors and Councilmembers). This role ensures meetings run smoothly, records are maintained, communications are timely, and basic financial processes are completed. The position also supports a standing Legislative Committee that meets monthly.

Working closely with the President and host cities, this role helps organize and conduct high-impact regular meetings that bring local officials and organizations together to learn, discuss key policy matters, and consider coordinated responses to State and Federal legislation and regulation. This includes providing administrative and logistical support for evening meetings and coordination.

About the Ideal Candidate

We are looking for a self-starter who takes initiative and brings a solutions-oriented mindset to every task. The ideal candidate:

- Is comfortable working independently and proactively identifying opportunities to improve workflows and processes
 - Is computer literate and highly proficient with modern productivity and AI tools — including Microsoft Outlook, Microsoft Copilot, and AI assistants such as ChatGPT or Google Gemini
 - Actively explores and implements automation tools to streamline recurring tasks such as report generation, meeting invitations, RSVP tracking, and email communications
 - Brings enthusiasm for using technology to reduce administrative burden and improve organizational effectiveness
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Core Responsibilities

1. Meeting Coordination (MCCMC Monthly Meetings)

- Prepare agendas in coordination with the President
- Compile and distribute compliant meeting packets
- Coordinate logistics (location, scheduling, materials, catering)
- Manage invitations, RSVPs, and quorum tracking -leveraging automation tools where applicable
- Provide on-site meeting support (setup, materials, cleanup)
- Record and finalize meeting minutes
- Send post-meeting summaries and materials

2. Legislative Committee Support

- Coordinate monthly Legislative Committee meetings
- Prepare and distribute agendas and supporting materials in collaboration with the Committee Chair
- Track legislative topics, updates, and action items
- Record and maintain committee meeting notes/minutes
- Coordinate guest speakers, policy briefings, or agency updates
- Distribute post-meeting summaries and track follow-up actions
- Maintain a simple tracker of legislative priorities and positions (if directed)

3. Communications & Records

- Maintain member rosters, contact lists, and committee assignments
- Manage general correspondence and distribution lists
- Maintain official records, agendas, and minutes
- Support website posting of materials (if assigned)
- Track member participation and external appointments
- Explore and implement automation for recurring communications such as meeting reminders, RSVP confirmations, and post-meeting follow-ups

4. Financial Administration

- Send invoices and track payments (meetings, dues, cost-sharing)
- Maintain basic financial records and account tracking
- Process payments, deposits, and reimbursements
- Assist with annual budget preparation
- Track annual dues and maintain documentation

5. General Administrative Support

- Support the President and committees as needed
- Assist with annual calendar planning
- Prepare onboarding materials for new members
- Support special meetings or ad hoc committees

Key Skills & Qualifications

- Strong organization, initiative, and follow-through
- Computer literacy with demonstrated proficiency in Microsoft Outlook and Microsoft Copilot
- Familiarity with AI productivity tools (ChatGPT, Google Gemini, or similar) and eagerness to apply them to administrative workflows
- Experience exploring and implementing automation tools for tasks such as report generation, email campaigns, and RSVP management
- Experience with Brown Act compliance
- Clear written communication (agendas, minutes, emails)
- Ability to manage recurring monthly workflows independently

- Comfort coordinating multiple stakeholders across member agencies
 - Basic financial tracking and recordkeeping
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Typical Workload

- MCCMC Monthly Meeting: ~15–25 hours
- Legislative Committee (monthly): ~5–10 hours
- Ongoing admin/financial tasks: ~3–5 hours/month

Estimated Monthly Total: ~20–30 hours. Compensation is negotiable on an hourly basis, with a monthly retainer not to exceed \$2,500.

Growth Opportunity

MCCMC values leadership development and organizational effectiveness. For the right candidate who demonstrates strategic thinking and strong performance, this position offers a pathway to grow into a broader Executive Director role with expanded responsibilities and scope.