

Board of Supervisors

Core Services

		Mandated?
1	Clerk to Board of Supervisors	Managing/preparing agendas N
		Attending meetings, preparing minutes, etc. N
		Website updates N
		Clerking other meetings as required/requested N

		Mandated?
2	Provide Administrative support to BOS members	Prepare and monitor BOS budget N
		Work with BOS members on travel and training arrangements N
		Assist BOS with any/all requests to help them perform their duties N
		Assist constituents in communicating with BOS and in processing requests. N

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