

CURRENT HOURLY ALLOCATIONS

Joe - (45-50 hours per wk)

Administrative:

- Board & Regular meeting preparation 25
 - Prepare agendas/verify minutes
 - Schedule Speakers
- Setup/record minutes/attend Committee Meetings
- Overall communications, emails
- Oversee community activities
- Website, overview

Advisory:

- Meet with UT staff 15
- Meet with MVG Executive Committee + follow through
- Manage existing sustainable programs, develop new
- Assist in MVG/REAP/State of Ohio grant submissions, grower collaborations
- Meet with statewide industry organizations

Financial:

- Manage QuickBooks 02
 - Make deposits
 - Balance checkbook monthly
 - Accounts receivables/payables
 - Energy program - invoicing & deposits
 - Marketing programs - “ ”
 - Reconcile UT/Board grant budget expenses

Site Visits:

- Visit growers 05

Misc:

- Misc. trade shows, conferences, booths --
- Renewable/Alternative energy opportunities

Serenity - 20 hours (raised to 25)

- Minutes
- Snail mailings & printings
- Phone calls
- Maintenance of database
- Various other administrative tasks
 - Laptop/projector setup for meetings