



**Government of the District of Columbia
Advisory Neighborhood Commission 4B**

Employment Agreement – Executive Director

Gordon Chaffin and Advisory Neighborhood Commission 4B (ANC 4B) agree that Gordon Chaffin will serve as Executive Director of ANC 4B for the remainder of Calendar Year 2021, effective February 1, 2021, through December 31, 2021.

1. ANC 4B shall pay Gordon Chaffin a gross monthly salary of \$1,300. Payments will be subject to required tax withholdings.
2. ANC 4B shall mail payments by check¹ to Gordon Chaffin on the first of each month for services provided over the course of that month.
3. In addition, ANC 4B will reimburse Gordon Chaffin for office supplies and equipment-related expenses, which may include expenses for equipment for ANC 4B to improve virtual meetings and enable a smooth transition back to in-person meetings that preserve the ability for virtual participation. Gordon Chaffin shall obtain pre-approval from ANC 4B's Executive Committee (comprised of the Commission's Chair, Vice Chair, Treasurer, and Secretary) in writing before spending money on these expenses.
4. Gordon Chaffin shall perform the below duties at the corresponding pay rates until the sum of those equals the payment by ANC 4B to Gordon Chaffin at the beginning of that month, as defined in paragraph 1.
5. Gordon Chaffin shall keep track of work hours and provide ANC 4B's Executive Committee with a monthly report at the end of the month detailing in ½ hour increments time spent on the job duties outlined below so tasks can be prioritized to best enable compliance with ANC 4B's ByLaws, Rules of Procedure, and goals set by a consensus of the Commission.

¹ ANC 4B will mail all payments to Gordon Chaffin; 3428 Chrysler Drive; Jacksonville, FL, 32257 unless otherwise instructed.

6. Gordon Chaffin shall perform tasks based on the priorities listed below. Gordon Chaffin may perform tasks in addition to those listed below in consultation and with prior written approval from ANC 4B's Executive Committee.
7. This Agreement may be amended or canceled with one month's notice at any time by a vote of ANC 4B. If Gordon Chaffin wishes to cancel this Agreement, he shall send a letter of resignation with two weeks' notice.

Audio/Visual Production: \$50/hr + \$50/meeting

Job duties include:

- Setting up and preparing audio/video hardware and software for ANC 4B's virtual and in-person regular and any special public meetings;
- Attending ANC 4B's virtual and in-person regular and any special public meetings to perform technical support and facilitate virtual participation by Commissioners;
- Editing and maintaining audio/video files and records of meetings, as well as publishing those recordings on ANC 4B's website and social media for best public access; and
- Monitoring COVID-19 guidelines and facilitating ANC 4B's transition from virtual meetings to in-person meetings where virtual participation is still possible.

Secondary job duties, time permitting, may include:

- Setting up and preparing audio/video hardware and software for ANC 4B's virtual and in-person Committee meetings and Single Member District meetings;
- Attending ANC 4B's virtual and in-person Committee meetings and Single Member District meetings to perform technical support and facilitate virtual participation by Commissioners;
- Editing and maintaining audio/video files and records of meetings, as well as publishing those recordings on ANC 4B's website and social media for best public access;

- Creating multimedia content for ANC 4B's website, social media, and print; and
- Advising ANC 4B Commissioners on how best they can use A/V equipment and software to perform official duties.

Administrative Support: \$20/hr

Job duties include:

- Assisting ANC 4B's Secretary with noticing meeting agendas, coordinating presentations, and otherwise preparing and distributing meeting materials;
- Assisting ANC 4B's Secretary in preparing meeting minutes;
- Updating and maintaining ANC 4B's website;
- Maintaining and organizing ANC 4B's files; and
- Managing and monitoring office mail and electronic mail, and distributing information to the appropriate Commissioner(s).

Secondary job duties, time permitting, may include:

- Developing and distributing Commission-level communications (*e.g.*, ANC 4B newsletter);
- Creating and maintaining an ANC 4B mailing list (via postal mail and electronic mail);
- Creating and maintaining an ANC 4B telephone system;
- Assisting the ANC 4B's Secretary with the Commission's Annual Report; and
- Assisting with Commissioner-level tasks, including drafting and submitting materials.

8. ANC 4B's Executive Committee is responsible for the day-to-day supervision of ANC 4B's Executive Director. Prioritization of job duties is overseen and will be decided by ANC 4B's Executive Committee.

APPROVED in at a regular public meeting (notice of which was properly given, and at which a quorum of nine of nine members was present) on January 25, 2021, by a vote of X yes, X no, X abstain.

Gordon Chaffin

Date

Chair, Advisory Neighborhood Commission 4B

Date

Treasurer, Advisory Neighborhood Commission 4B

Date