



ICOC Board Meeting  
Wednesday, July 1, 2009

Proposed implementation plan to address adequate support for the board.

- 1) Appointment of full time Administrative Assistant supporting Art Torres, Vice Chairperson, ICOC. (Note this position was previously proposed as a part time outsourced appointment to be shared with Melissa King) Key requirements of position:**
  - Executive Assistant to the Vice Chairperson of the ICOC Board to provide administrative support on a daily basis to ensure a smooth running office.
  - Responsible for handling requests of the Vice Chairperson, including but not limited to supporting work related to bond financing, governmental/legislative efforts and other policy related matters.
  - Organize and maintain office communications, materials and files for the Vice Chairperson.
  - Supports all transportation and related documentation required for the Vice-Chair(s) as requested in accordance with reimbursement requirements.
  
- 2) Appointment of full time Administrative Assistant supporting Melissa King, Executive Director ICOC Board. Key requirements of position:**
  - Executive administrative and project support on a daily basis for the requests and workload of the ICOC Board as communicated by the Executive Director.
  - Policy research and assemblage of supporting documents as directed by the Executive Director.
  - Support for special projects as directed by the Executive Director.
  - Administrative support of individual Board members as directed by the Executive Director.
  - Organize and maintain office communications, materials and files for the ICOC Board.
  - Supports all travel reimbursement, per diem and related documentation required for the ICOC Board as requested in accordance with reimbursement requirements.
  - Follow up on assignments, transmit information clearly and professionally, and keep Executive Director informed about relevant issues.
  
- 3) Both appointments are employee positions with a limited term through December 2010. These positions are not designated as part of the long term allocation of 50 CIRM employee positions so they both have an end date of December 31, 2010.**