

# **CONTRACT**

## **BAINBRIDGE OMETEPE SISTER ISLAND ASSOCIATION**

### **ASSISTANT OFFICE MANAGER**

**The Bainbridge Ometepe Sister Islands Association will provide the following:**

Budget of US \$100 per month, to cover the following:

Personal Living Expenses: (total \$100 per month):

- ◆ Room and Board: \$65
- ◆ Incidental living expenses: \$35

Basic Catastrophic Health Insurance (up to \$50 per month)

Expenses associated with BOSIA business (maximum \$100 per month):

- ◆ Obtaining and maintaining a current visa
- ◆ Transportation within Nicaragua: for visits to projects, community organizing, to participate in meetings, obtain funds from bank, etc.
- ◆ Modest meals for self and others when conducting BOSIA business
- ◆ Other expenses as mutually agreed upon, or as provided for by a project proposal approved by the Board.

### **ASSISTANT OFFICE MANAGER responsibilities:**

**The Assistant Office Manager will strive to help BOSIA achieve its goals and purposes on Ometepe and on Bainbridge Island.**

#### **Specific Responsibilities:**

**TO WORK COOPERATIVELY IN ASSISTING THE BOSIA OFFICE MANAGER TO CARRY OUT THE FOLLOWING DUTIES:**

1. To establish "regular" office hours and be available for consultation with interested people
2. To provide a weekly "Activity and Time" report to BOSIA via e-mail, including a full accounting of business expenses.
3. To help BOSIA receive and deliver mail to our friends and community groups with whom we have contact

## ASSISTANT OFFICE MANAGER

Specific responsibilities (cont'd):

4. To assist BOSIA in managing and coordinating the projects:

- ◆ distribute applications for project proposals to interested parties on Ometepe
- ◆ explain our criteria for project proposals
- ◆ receive proposals for projects
- ◆ communicate with community groups regarding status of project proposal
- ◆ regularly observe current and past projects
- ◆ communicate with current and past project leader(s)
- ◆ receive, disburse, and deliver funds
- ◆ obtain receipts and deliver them to us
- ◆ keep financial records and progress
- ◆ help BOSIA determine fair prices for materials and labor
- ◆ evaluate financial situation of ongoing projects
- ◆

5. To help prepare for delegations, and to assist the members of delegations while they are on Ometepe:

- ◆ arrange for transportation and lodging
- ◆ help organize work on projects
- ◆ arrange meetings with appropriate groups or individuals

6. To Administer BOSIA funds in Nicaragua as directed by the Board of Directors.

7. The Assistant Office Manager will provide his/her own medical insurance for medical needs not covered under the Basic Catastrophic Health Insurance while on Ometepe.

\* Either BOSIA or the Assistant Office Manager may terminate this agreement with reasonable notice.

\_\_\_\_\_  
BOSIA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant office Manager

\_\_\_\_\_  
Date