

Sample Procedures for
Standing Up County Assembly

Securing Assembly Office Salaries & Founders

Problem – Part I

How do we select, secure and train an office staff before before we stand up and receive funding?

Facts & Assumptions:

- A) We are **always a few weeks away** from the announcement that we need to Stand-Up our new County Assemblies. We will need a functioning office in place immediately, even before we are formally funded by the County or ????
- B) We do not know if **Common Law Courts** will be held in the current County Court system or if the Assembly will have to host them.
- C) The **Purpose of the Office** will be to:
- Meet new members and intake them;
Training;
House secretaries to assist members in writing Initiatives, Proposals, etc.;
 - Make Computer use available for them;
Provide Meeting Rooms;
 - House a paid staff to maintain business hours.
- D) The **Purpose of the Office Staff** will be to:
- Be trained** in all of their duties and software before they are needed.
- Once we stand up, they will run the support duties and serve all **members in communicating better..**
- E) **One will be required** as soon as possible and a second when needed.
- F) **Requirements** are:
Computer literate (preferably in Ubuntu or windows OS; MS Office or Libra Office;
Preferably a Melancholic by personality;
- Primary duties will be partial Secretary to members and Training, Training and Training.
Later these duties will be split between two staff members.
- G) It would be a bonus if they could accept deferred salary for a month or two, at a payment rate of triple salary upon any funding.

Problem – Part II

How do we insure the Assembly Organization is stood up completely while a newly elected Assembly leader begins addressing the outside problems?

Who can train, support and coach the new leader in the first few months?

Facts & Assumptions:

- L) An **oil storage tank farm** had one tank on fire near twenty other above ground tanks. The owner was told the City Fire Dept could not help him as it was too dangerous and they could not get their trucks within 300 yards of it. He contacted county volunteer units and offered \$3,000 just to attempt it. One responded.

A few minutes later an old truck sped in and finally stopped just 30 yards from the fire. The four volunteers jumped off and immediately began hosing down each other and the truck. Then one hosed down the truck and the other two while the two put out the fire.

The proud owner handed the check to the Chief and said "That's a lot of money, what are you going to do with it?" The response was "First we are going to fix the brakes on that damn truck!"

When your Assembly Stands-Up, this is what it will be facing.

- M) It might be best to place **Golden Handcuffs on some of the Founders** to keep them focused on strengthening the Assembly structure so the newly elected leader can focus on county problems.
- N) It would be a bonus if they could accept **deferred salary** for a few months, at a payment rate of triple salary upon any funding.
- O) This is **great Insurance** the Assembly performs immediately and survives the fast growth.

Your Plan Here for Office Staff:

1. ????

Your Plan Here for Temporary Founders:

10. ????