

OFFICE DUTIES

The two main functions of the office are:

1. Providing receptionist duty at least once a month at the Fremont Community Activities Center which is open to the public from 11:00am to 2:00pm Monday thru Friday excluding holidays.
2. Checking the LWVFNUC Answering Service - this can be done from any telephone.
3. Due to the sensitive nature of the documents which include passwords, key locations, etc. we have elected not to have detailed procedures online. They are available from either the Administrative V.P. or co-President currently Miriam Keller (miriamkel@comcast.net) and Sam Neeman (samneeman@comcast.net) respectively.

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