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RCBA Fall Newsletter

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I. Note from the President

As we transition from summer to fall, so does the bar association leadership, and I am honored to take over from Jim Prout as your next president. I mentioned at our annual meeting in June that we plan to begin ramping up our offerings to the members this year. You will notice some new events, and some twists on our traditional events, this year. Changes are taking place (more on that below), and we hope you will keep up with them in this newsletter and on our website, www.renscobar.org. As always, please feel free to reach out to me or any of the officers with suggestions, comments, or questions.

Very truly yours,
Olivia Karis-Nix

II. Fall Events

Wednesday, Sept. 13: [Judge Karen Peters Reception](#) (co-sponsored by RCBA)
5:30-8:00 PM, Palace Theater, Albany
RSVP [here](#)

Sunday, Sept. 24: [RCBA Family Fun Day at Engelke Farms](#)
3:00-6:00 PM, Engelke Farms, Brunswick

Bring your family and join your fellow members for an afternoon of fun on the farm! \$8.00 per person includes a hayride and a pumpkin of your choice, plus an indoor reception with cider, donuts and coffee.

Farm's website is [here](#)

October (date TBA): RCBA Oktoberfest Happy Hour
5:00 PM, Wolff's Biergarten, Troy

Thursday, Oct. 5: Courthouse Artwork Restoration Gala
Presentation of Jones Award to Judge Susan Philips Read
Franklin Plaza, Troy
Invitation to follow

III. We're Hiring!

As I mentioned in June, the executive committee has made the decision to hire a part-time assistant to perform the administrative functions required by a successful bar association. We have not had anyone to assist us with these necessary functions in several years. Please take note of the job details below and spread the word.

Executive Assistant

The Rensselaer County Bar Association is seeking a contractor for bookkeeping and administrative purposes. \$450 per month compensation/up to 10 hours a week. One year term contract. The ideal candidate will be independent, self-directed, and comfortable at social functions.

Primary duties:

- Maintain membership list and Quickbooks
- Deposit membership dues under direction of the Treasurer
- Check mail regularly and direct correspondence to appropriate committee and/or officer(s)
- Attend and assist at association functions, check in attendees as they arrive. Attend monthly meetings held midday and approximately 6 evening functions a year
- Accept RSVPs for functions and maintain attendee lists
- Correspond with web hosting company for simple website updating
- Other tasks as assigned by the executive committee

Preferred experience:

- Prior bookkeeping experience

-Proficiency with Quickbooks, Excel and email

Please email cover letter and resume by September 30 to:

Kelly Cramer, Esq.

krcramer@renesco.com



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