

Executive Assistant & Corporate Secretary

This team member plays a key supporting role to the bank's Chairman & CEO through a direct working relationship. The support consists mainly of organizational assistance and completing tasks to conserve the Chairman & CEO's time, allowing focus on more advanced responsibilities. This requires an understanding of the Chairman & CEO's role and its day-to-day obligations. Much of the assistant's work is completed with little supervision, in a self-motivated manner.

Summary of Key Responsibilities:

- Maintain official records of the corporation and its affiliates.
- Collect materials, prepare reports, and distribute monthly Management Report.
- Monthly Board Meetings:
 - ✓ Prepare agenda in coordination with board chairman.
 - ✓ Upload meeting materials to website and assemble paper packets.
 - ✓ Attend meetings and compose minutes.
 - ✓ Coordinate various annual or quarterly reports and bank policies.
 - ✓ Distribute policies/reports to appropriate staff following approval.
- Stock Dividends/Corporate Action:
 - ✓ Following declaration of dividend, inform appropriate staff of payment and records date.
 - ✓ Timely notification of dividend action.
- Bank Stock Repurchases:
 - ✓ Arrange wire transfers when stock purchases are made.
 - ✓ Maintain list of repurchases within current board authorization.
- Annual Shareholder Meeting:
 - ✓ Prepare invitation letters and proxy statement.
 - ✓ Attend meeting and compose minutes.
 - ✓ Organize, prepare and submit material for organizational meeting and Individual Oath of Office process for board members.
- Assist with preparing and proofreading Quarterly Reports to Shareholders.
- Assist with preparation of the bank's Annual Report and Letter to Shareholders.
- Coordinate and distribute the bank's annual Strategic Plan and Management Plan.
- Bank Investments:
 - ✓ Assist investment staff by preparing log entries for each security purchase.
 - ✓ Coordinate with accounting department and security brokers on the settlement of security purchases, calls, and maturities.
 - ✓ Initiate safekeeping of municipal securities at correspondent bank.
 - ✓ Maintain files of trade confirmations and prospectuses.
 - ✓ Prepare invoices of bond payments for securities held in on-site safekeeping.
- Prepare reports, and assemble materials for quarterly Funds Management Committee meetings. Attend and participate as a member of this committee and compose minutes of the meetings.

- Serve as Security Coordinator for Federal Home Bank of Indianapolis (FHLBI) relationship.
- Coordinate operational work relating to FHLBI advances.
- Maintain signature cards and authorizations with correspondent banks.
- Assist with proposals and closings of competitive bids for school or municipal bonds and notes.
- Assist with preparation for regulatory examinations.
- Screen phone calls in a professional manner.
- Prepare letters and reports as needed.
- When needed, work as a liaison with the CEO in communication and scheduling.

Qualifications, Skills, and Attributes

- Proficiency in Microsoft Office applications.
- Effective written communication and proofreading skills.
- Highly organized with dedicated attention to detail.
- Strong time management skills with the ability to flexibly prioritize work and meet deadlines.
- Temperament, integrity, and discretion to work with highly sensitive and confidential information.
- Commitment to excellence on a consistent basis.
- Trustworthy and reliable.
- A desire to learn, grow and understand the banking industry at a high level.
- Team player approach with the ability to represent and promote the company in a positive light both internally and externally.
- Service focused – with a sense-of-urgency attitude, and dedication to maintaining effective relationships both internally and externally.