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## Southwest Decision Resources

### Pima NRCB Board Support

May 2025 - April 2026

#### Scope

Southwest Decision Resources will provide clerical services and general coordination support to the Pima NRCB Board. This support will include one person to:

- Finalize and post quarterly board meeting agendas, and interim virtual meeting agendas as needed.
- Prepare and post draft minutes for quarterly board meetings, and interim virtual meetings as needed.
- Participate in Efficiency Committee meetings
- Help develop and document a protocol for long-term email address and phone number management ([clerk.pimanrcb@gmail.com](mailto:clerk.pimanrcb@gmail.com))
- Maintain/update shared board calendar and schedule of deadlines.
- Provide additional miscellaneous support as needed and budget allows. Additional support could include: document organization, Google drive creation, Divi website support, etc.

Items not included in scope that are responsibility of board:

- All financial management and budgeting
- Meeting facilitation

#### Budget

Annual not-to-exceed contract amount: \$8,500 (75 hours)

*Quarterly average: \$2,125 (18.75 hours)*

Monthly not-to-exceed = \$907 (8 hours)

*Monthly average: \$708.33 (6.25 hours)*

SDR will invoice quarterly