

**CAMILLE BYRNE, BOARD SECRETARY July 2009 - Present:**  
**GLENN COVE INDUSTRIAL DEVELOPMENT AGENCY &**  
**LOCAL ECONOMIC ASSISTANCE CORP.**

Under the supervision of the Executive Director of the Agencies:

- Proper noticing of meetings in accordance with agency by-laws as well as Open Meetings Law; record and file board meeting documentation including meeting agenda, minutes and resolutions; ensure timely filing of annual meeting requirements including board member certification with Nassau County Clerk and New York State Clerk; ensure each board member undergoes mandated training within 12 months of appointment; ensure receipt of annual disclosures/acknowledgement of fiduciary responsibilities/conflict of interest reporting from all board members; posting of project financial disclosures and agency policies and documentation in accordance with Authorities Budget Office (ABO) protocol.
- Maintenance of agency websites to ensure all board meetings/livestream recording, public meetings and committee meetings are posted, board member terms and committees are current and agency policies, projects and reporting are published.
- Records Management Officer processing of Freedom of Information Law requests in accordance with Open Government Law and maintenance of agency archives.
- Assist in preparing resolutions, press releases, support letters, and correspondence on behalf of Agency; coordinate invitation of dignitaries to press conferences and milestone events such as groundbreaking/ribbon cutting ceremonies.
- Administrative support and purchasing agent to Agency staff and board. Track Agency calendar of events, schedule meetings (some involving multiple sources of attendees) and follow up to ensure Agency reports and deadlines are prepared and submitted on time.

**Professional background:** 40+ years of administrative experience consisting of 20 years in the private sector before entering the public sector for the past 20 years to date.

**Educational background:** Associates Degree – Nassau Community College.

**Volunteer board member/Secretary** for the past 15 years to-date of YES Community Counseling Center. YES is a non-profit community counseling center offering therapy services and programs to help foster healthy families/children in Southeastern Nassau County.