

Meeting of the North Carolina African American Heritage

Commission

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Executive Assistant's Report

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Heritage Commission

I began the role of the Executive Assistant for the NC African American Heritage Commission in September of 2022. In this report, I will be providing an overview of my duties and the systems I have implemented. In this role, I have performed a wide variety of responsible administrative duties for management staff and other division staff as assigned and attended to a variety of administrative details to ensure smooth operations of the assigned department or division in serving its constituents.

Creation of Organizational Systems:

Organized supplies for the NC African American Heritage Commission and kept an inventory of the supplies. A digital tracking system was created for the NC African American Heritage supplies. This also includes supplies of the multiple initiatives of the commission. This digital tracking system allows staff members to easily access supplies as needed and allows the commission to keep track of supplies.

Administrative Assistance:

Support staff members with a variety of administrative tasks. Tasks include assisting with travel forms as staff members travel across North Carolina for multiple events. Recent trips were taken for Africa to Carolina Informational Sessions, NC Civil Rights Trail Marker Dedication ceremonies, and US Colored Troops Educator Workshop. Other tasks have been creating invoices and processing invoices.

Scheduling team meetings and assisting the Director and Associate Director with their calendars. Assisting with scheduling meetings if constituents need one. Sending emails about events to potential attendees. Assist with the application for the Tales of Two Ships: Part Deux, created an organization system for the Director, Angela Thorpe, and Associate Director, Adrienne Nirdé, to view.

Africa to Carolina:

Worked with the intern, Miranda Clinton with planning Africa to Carolina Informational Sessions. Together we created the supplies and refreshment list. Prepared supplies prior to the events and kept track of the budget set for the informational sessions. At each of the sessions, the

responsibilities were to assist with the set-up. This included setting up tables, gathering all printed materials for the attendees, and setting up refreshments for the attendees. Thank you, emails were sent to attendees, after every session to thank them for their participation and inform them of any updates and future renderings for the African to Carolina art piece.

Commissioner Engagement:

Send monthly newsletters to the Commissioners informing them of updates that are happening within the NCAAHC and within the community as well. Created a section in the Newsletter to engage with the Commissioners more. This section allows Commissioner's to share any highlights, updates, or any activities they have attended in their community. Serve as the first point of contact for commissioners if they have any questions. Engage commissioners with events happening near their communities.