 **Officer and Program Director Descriptions** from the June 2014 Bylaws

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| **From the 4(b) of the Bylaws** | **Comments** |
| 4(b)(i) **President**. The president shall preside at all meetings of the Board of Directors and the members, and shall have such other powers as the Board shall prescribe. | The president is the key spokesperson for the organization. This is especially critical to establish and maintain our academic and business partnerships over the long term. The president develops and manages the recruitment of new board member, monitors the work of the other officers and board members, and coordinates their efforts with our contract administrative support. The position is typically the Master of Ceremonies for the programs. Other board members shall not make any commitments on behalf the organization without the president’s authorization. The president is encouraged to engage the board in much of the decision-making as is practical. |
| 4(b)(ii) **Vice-president**. In the president's absence, or in his/her inability to act, the vice-president shall act with the authority of the president except as limited by the Board of Directors. The vice-president shall perform such other duties as may be assigned by the president or the Board of Directors. | Ideally this position is filled by whoever would like to be the successor to the current president. This allows for smooth transitioning between terms of key relationships to the community. |
| 4(b)(iii) **Secretary**. The secretary shall be responsible for keeping the minutes of meetings of the Board of Directors and of the membership; see that all notices are given in accordance with the provisions of these bylaws or as required by law; be custodian of the records of the organization; and perform all duties as may be assigned by the president or by the Board of Directors. | The other main task is that each year we need to file a 990-N with the IRS and a re-registration with the state. The 990-N is simply a declaration we didn’t have more than $25,000 of financial activity. The admin person helps with this as can the treasurer, if no secretary is elected. |
| 4(b)(iv) **Treasurer**. The treasurer shall oversee the accumulation and disposition of the funds and securities of the organization, account for the same to the Board of Directors at least quarterly and to the membership at least annually, and maintain the financial records of the organization. The Treasurer shall submit the financial records annually to an auditor selected by the Board of Directors. | The administrative support handled most of our bookkeeping, which the treasurer reviews. The treasurer handles the registration process at the evening programs, reconciles the cash and admission data, and deposits the cash as soon as possible. They then send the administrative person a record of what was sold and what was deposited.  |

**Administrative Support**

We contract with an individual for approximately 15 hours of administrative support per month. This person handles most of our bookkeeping, which the treasurer reviews. She also updates the website and LinkedIn account.

**Duties of General Board Members**

These are not spelled out in the bylaws, which is typical of 501(c) organizations. The basic duties are commonly understood to include Duty of Care and Duty of Loyalty. Duty of Care requires board members to stay informed; attend, and engage in, board meetings; exercise independent judgment; and discharge your duties in good faith with care for the organization. Duty of Loyalty requires board members to exercise their powers in good faith and in the best interests of the organization rather than their own interests.

**Program Director Position Description**

While not required by the Bylaws, this is a critical role for the organization. The Program Director shall use an existing process, or modify it if necessary, to call for and select submissions for our Program offerings. The Program Director can continue or create a committee to assist in the selection process.

Members of the program committee need not be board members, but ideally they would be members in good standing with the organization. The Program Director will finalize their engagement with the selected presenters by: finding a mutually agreeable month in our program calendar; coach them on our audience’s expectations; and clarify the date, time, and place where the program will occur. They will also ask the presenters if they will be using a date projector. If they are using one but cannot provide the projector, the Program Director will let the board member who is the point of contact with the venue know or, will directly contact the venue to arrange for the rental. Finally, the Program Director should insure the presenters get acknowledgement for their efforts.

**Time Commitments for the Various Positions**

**Estimated Monthly Hours for Board Service**

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| --- | --- | --- | --- | --- |
| **Position** | Board Meeting & Prep | Program  | Other Work (per month) | **Total Range****Incl. Program** |
| President | 4 | 3½ | 6 | **13** |
| Vice-President | 4 | 3½ | 4 | **12** |
| Secretary | 3 | 3½ | 1 | **8** |
| Treasurer | 3 | 3½ | 2 | **9** |
| Program Director | 3 | 3½ | 3-5 | **10-12** |
| Board Member | 3 | 3½ | 2 | **9** |

**Evaluation** - Generated an updated Program Evaluation Sheet

**School Materials** - Setting out the Academic Partner’s collateral on a table just inside the door

**Registration** – Bring latest registration data, check-in guests and collect fees – usually handled by Finance Committee

**Evaluation Summarization** – Receive evaluations and summarize data for board review

Some of these jobs can be combined and the evaluations have been forfeited when we’ve been shorthanded. Also, from time–to-time we have volunteers willing to help. And more board members greeting is good for all!

**Board Committee Structures**

As part of the 2012 strategic planning process, we looked at how to break the work into manageable units and devised this collection of committees.

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| **Committee**  | **Function** | **Members (Leads\*)** |
| Finance | Financial Planning and Budgeting |  |
| Programming | Develop Annual Slate of Monthly Programs |  |
| Marketing & Communications | Identify Target Audiences; Mrktg/PR of Events, Identify and propose Membership Offerings, Partnerships and Sponsorships |  |
| Promotions | Promote OD to the Community on Behalf of Our Members |  |

**Some Guidelines:**

1. Each board member is expected to serve either as a lead or member of a committee
2. Committees set their scope of work, and map their dependencies to other committee work
3. All Committee meetings are open and all other board members invited to join the meeting or supply input to the group
4. Committees may include non-board members and non-PNODN members
5. Committees can only recommend courses of action to the full board, they cannot commit the organization to any action, encumbrance or expense
6. Each committee can select different leadership – just inform President of the change
7. Leaders are expected to call the subcommittee meetings and the committees can meet by whatever means they would like. One resource is: Freeconferencecall.com
8. Committees are encouraged to use GoogleDocs to store their Documents so we can share the committee’s work with others on the board

 **Volunteer Opportunities:**

 **Job Descriptions**

Here are areas where you can make a difference!

**Registrar and Greeter** – Assist the treasurer with setting up the registration table and signing people into the event. This involves checking in pre-registered members and guests against a list and verifying if they have prepaid. If they haven’t prepaid, reference the rates depending on their membership status and whether they are a student or not, and ask for the appropriate payment. Help collect and record transactions and issue receipts per the treasurer’s directions. Finish by referring them to the name tag table to collect their name tag. Arrive by 5:45PM the evening of the program to assist in setup.

**Program Evaluation Production** – Update the evaluation form with current program title and date and printout 30-40 copies. Handout the form at the end of the program and help collect them at the end of the evening. Pass collected evaluation sheets to the Evaluation Summarizer either after the program that evening or by coordinating to do so some time after the program. Assist with room setup at 5:45 PM and restoration afterwards.

**Evaluation Summarizer** – Using a summary template, review the program evaluations and put into a report. Distribute electronically to the Program Director, who will distribute to the board and administrative coordinator. Assist with room setup at 5:45 PM and restoration afterwards.

**Academic Materials Setup** – Set-up a table just inside the entrance to the room with the provided Academic Partners and Sponsors placards and literature, which is kept in the Academic Partners & Sponsors Bin. Responsibility also includes coordinating a handoff of the Bin when you will miss a program or when rotating off this job. Assist with room setup at 5:45 PM and restoration afterwards.

**Program Committee –** The committee designs our program season. If you are interested in what is happening in the field and have an idea of what our OD audience is looking for, then you find this a compelling position. Involves about 4 meetings a year and uses an established RFP process to select 10 sessions for our program season. Once the final proposals are determined, coordinate and work with presenters to develop their program to insure success with our audience. The Chair of this committee serves on the board.

**Board Member** – Each board member is a member in good standing who is committed to the dynamics of a working board. This means that every member engages in areas such as program set up, administration, new initiatives, and nurturing our community of OD professionals with solid programming, timely job announcements, and solid relationships with our academic partners.

**Interested? Email us at** **info@pnodn.org** **and let us know!**

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