

Job Descriptions and Responsibilities of the IASE Board of Directors and Leadership Team

Board of Directors

President:

- Plan and conduct all meetings of the Board and the Leadership Team. At least one of these meetings must be conducted face to face each year. An agenda for each board/leadership meeting is sent out at least ten (10) days prior to the meeting.
- Preside over the general membership meeting that is held at the biennial conference.
- Serve as an ex-officio member of all committees of the Leadership Team.
- Prepare an annual report for the membership. This report shall be placed in the last newsletter of the year and submitted to the web-master for placement on the website.
- Advocate for the organization.
- Appoints all committees
- Monitor and access all financial accounts and transactions
- Co-signs every check over \$1500.00
- Liability insured and bonded
- Do budget November-December of each year
- Place folders for each officer in google docs electronically(secretary, treasurer and officers)
- File list of new officers with Mike Preisler in December the non-profit status.
- Pay for Domain name (with treasurer).

President-Elect:

- Chair and oversee the conference planning committee in conjunction with the Conference Steering Committee and all activities for the biennial conference.
- Serve as the Program Chair for the biennial conference.
- Submit conference updates and information to the Newsletter Editor for publication in at least four (4) newsletters.
- Submit conference updates and information to web master for placement on the website.
- Submit, in the Fall of a conference year of the non-conference year, a proposed conference budget for approval by the Board.
- Assist in matters upon request of the president.
- Serves in lieu of President if President is unable to fulfill duties.

Past President:

- Provide continuity for the Board.
- Chair the nominations committee and oversee elections.
- Submit a Call for Nominations in the November newsletter of the non-conference year.
- Submit the slate of officers in the February issue of the newsletter of the conference year.
- Announce at the Biennial conference and Publish election results in the following issue of the newsletter of the conference year.
- Chair the policy/constitution committee.
- Assist in matters upon request of the president.

Secretary:

- Keep an accurate and detailed record archives records electronically of all meetings
- Submit minutes of all board meetings to board members and Leadership Team within thirty (30) calendar days.
- Submit to Newsletter Editor minutes of the General Membership Meeting for publication in the August issue of the newsletter in the conference year.
- Receive all Board of Directors' and Leadership Team reports prior to board meetings and distribute all reports to board members and the Leadership Teams.
- Receive all Board of Directors' and Leadership Team reports prior to the General Membership Meeting and distribute these reports to all board members and to the Leadership Team.
- Maintain the organization's archives and electronic historical documents.
- Publish the date and time of the General Membership meeting in the February newsletter of conference years.

Treasurer:

- Deposits all funds promptly
- Membership is a list of all paid members and have it available as per Wisconsin law. Based on payment names and what they have paid.
- Keep an accurate written record of all financial transactions of the organization.
- Monthly reconciliation of our finances on our current software program
- Prepare a written report of all financial transactions for each Board and Leadership Team
- Generate and submit for Board approval an annual budget for the organization prior to the next calendar year.
- Pay expenses budgeted and approved by the Board. For checks exceeding \$1500 (U.S.) the President or President-elect must cosign.
- Prepare financial statements to be included in any required reports.
- Prepare a brief financial report for each newsletter.
- Serve as an ex-officio member of the Budget and Finance Committee.

- Maintain, in conjunction with the Membership Chair, a current list of all paid and honorary members.
- Submit to accountant necessary documents for IRS Non-profit tax status by Dec 31st of each year.
- Create and sustain a finance committee that oversees the fiscal responsibilities of the organization.
- Will be a member of the fundraising committee.
- Template for all accounts including number and names of members, incoming, outgoing, etc. for all accounts

Members-at-Large:

- Submit, of each calendar year, an annual report to the Board of Directors of tasks accomplished during the previous calendar year.
- Provide guidance and leadership and serve as a communication link to assigned Leadership Team committees.
- Take an active role in the organization's activities, including meetings, conferences, and securing members.

Leadership Team

Webmaster:

- Develop, maintain and revise the IASE website.
- Work with Board of Directors and Leadership Team for content and updates.
- Collect and publish website ready documents approved by the Board of Directors and Leadership Team.
- Maintain continuity of technical aspects of IASE website (i.e., content management software, web scripting or programming, graphic and editing software, etc.).
- Secure and maintain website domain.
- Manage all website blogs, online forms, website registration, etc.
- Measure and track website traffic.
- Social media, tweeting
- Submit a report for each board meeting and for the General Membership Meeting.

Membership Chair:

- Work in conjunction with treasurer to maintain membership data.
- Send, upon receipt of the membership form from the treasurer, a welcome letter to a new member.
- Send, upon receipt of the membership form from the treasurer, a thank you letter to the sponsor.
- Send renewal letters to sponsors inquiring whether the sponsor wants to continue sponsorship.
- Send renewal letter to expiring members no later than November 1st of each year.

- Send letters to sponsors and sponsored members upon receiving membership application.
- Create and maintain accurate newsletter and journal labels for hard copies and an email data base for electronic versions.
- Submit a report for each board meeting and for the General Membership Meeting.
- Create and sustain a membership committee that fosters the organization's membership base.
- Get a list of all registration participants for each conference year.
- System and process for membership.
- Add the journal on the letter information

National Chair Co- Coordinators:

- Solicit and oversee the nomination and selection of National Chairs.
- Collect and submit completed application packets, as elaborated on IASE website, for National Chairs for approval by the Board.
- Collect an annual report from each approved National Chair by end of each calendar year.
- Work with web administrator to provide website content for each National Chair to be placed on the web administrator.
- Serve as communication link (face to face and electronic) among the National Chairs.
- Collect and organize newsworthy events from National Chairs and publish a brief article in the newsletter a minimum of twice a year.
- Submit a report for each board meeting and for the General Membership Meeting.
- We have seven National Chairs.
- Over sea an annual budget
- Collaborative with Volunteer service site

Scholarship Chair:

- Establish and sustain a scholarship committee of a minimum of four (4) members.
- Review proposed criteria for potential scholarship candidates.
- Develop an application packet for potential recipients prior to each biennial conference.
- Solicit nominations for potential scholarship recipients by publishing in the August newsletter and on the IASE website prior to the conference. (Nominations are due by November 1st of the conference year. The number of scholarship recipients will be contingent upon scholarship funds available).
- Send call for potential scholarship recipients to web master for placement on website by August prior to the conference year.
- Maintain an accurate record of previous scholarship winners.
- Notify scholarship recipients by January 1st of conference year and inform each recipient of the possible need of a Visa and that this should be done as soon as possible.

- Submit an article on the scholarship recipients for the May newsletter of the conference year.
- Submit a report for each board meeting based on activities.
- Submit a report for the General Membership Meeting.
- Scholarship are honored and we prepare certificates given out by Marg Csapo
- Sit at a separate table with Marg
- Follow up with photos in the next newsletter

Journal Co Editors:

- Submit a report for each board meeting and the General Membership Meeting.
- Develop a timeline of journal publications.
- Submit a brief article for the February newsletter, each calendar year, providing themes and the timeline for submissions and publications (as appropriate).
- Screen and maintain a list of consulting editors as part of your editorial staff.
- Cultivate active editorial board (including associate editors, managing editors and consulting editors).
- Put all information on an electronic format
- Maintain the Outstanding Research Presentation Awards.
- Disseminate the journal either electronically or via mail to all IASE members.
- Topical issue during conference year

Newsletter Editor:

- Maintain and publish four (4) Annuntiatius Newsletters for each calendar year. (February, article due to editor Feb. 1-5, Published Feb.15th); (May: Article due to editor May 1-5, Published May 15th); (August: Article due to editor Aug. 1-5, Published August 15th); (November: Article due to editor Nov. 1-5, Published November 15th).
- Develop a graphic organizer of articles required for each issue of the newsletter.
- Keep the President informed of board or committee members who have not submitted articles per timeline and graphic organizer.
- Develop and maintain an editorial committee that is charged with the task of editing each copy of the newsletter.
- Disseminate the newsletter either electronically or via mail to all IASE members.

Historian:

- Document achievements and record notable events throughout each year.
- Remind members of milestones, important dates and historical information.
- Attend Board meetings.
- Preserve history of IASE by maintaining historical files, records, archive materials and make available to the membership.
- Report to the Past President.

Volunteer Service Project Coordinator:

The VSP coordinator has a three segment job to coordinate and oversee: **GIVING**, the **VSP SITES**, and the **VSP VOLUNTEERS**.

The **VSP Coordinator** must:

- Monitor each segment and report quarterly to the Board;
- Create and update the Volunteer Service Project Committee yearly; be sure all are members of IASE or get sponsors if applicable;
- Keep a yearly list of volunteers and sites receiving volunteers;
- Biennially prepare VSP Certificates of Recognition for the conferences;
- Prepare a Conference Call for Papers for VSP session presentations;
- Coordinate all conference VSP sessions, VSP Committee Forum, and VSP Room;
- Send thank you notes to all presenters;
- Prepare reports and attend all Board meetings;
- Monitor all activities.

In addition to the overall VSP Coordinator, it would be best to have a person in charge of each of the three following subcategories:

GIVING:

- *Contact each site CEO to inquire about yearly “wish list” and receive written documentation;
- Prepare an annual budget for all VSP sites, share with the VSP Committee, and get Board approval;
- Request “up-front” funds if appropriate for coordinator;
- Plan delivery options for sites; personal delivery of items, purchase on site, postal mail, or have items purchased with out-of-pocket funds;
- Prepare document (form) and original receipts for Treasurer; postal mail to Treasurer;
- Keep a record of expenditures and reconcile with Treasurer on a monthly basis;
- Monitor items given with photos, articles, reports;
- Keep VSP Coordinator informed of all activities.

SITES:

- Receive application for request to become a VSP site;
- Do a physical site visit; document lodging options, food options, transport in area; connections.
- Fill out prepared Questionnaire by interviewing CEO of site;
- Document visit and inform the Board and the VSP Committee;
- Contact with sites about convenient time and date and duties for each volunteer.

- Collaboratively fill out an evaluation form with each volunteer when duty completed;
- Keep VSP Coordinator informed of all activities.

VOLUNTEERS:

- Receive application to become a volunteer;
- Confirm that applicant is a paid IASE member;
- Contact applicant via phone or preferably meet personally;
- Create a file for possible volunteer including application form and all documents: two reference letters, a short Vita/Resume; a signed Waiver form;
- Conduct background check for volunteer; inform volunteer about payment;
- Discuss possible VSP sites in which they want to volunteer;
- Contact specific sites to check if and when a volunteer would be welcomed;
- Inform volunteer about site choices and information; make decision;
- Provide volunteer with a checklist: items necessary to bring, medical needs, money, visa info, packing hints, etc.
- Collaboratively fill our evaluation form when volunteer duty is completed;
- Prepare an article for newsletter and/or web site with photos.
- Keep a yearly list of volunteers;
- Keep VSP Coordinator informed of all activities.

IASE Fundraising Coordinator:

- Write an article for our newsletter about fund raising initiatives;
- Raise funds for our VSP projects;
- Raise funds to help sponsor new members from developing countries;
- Initiate a fund raising campaign to target some of our sites;
- Assist with funds and sponsors during a conference year

Administrative Assistant

(As per attorney added in November 2016)

On a conference year:

- Collecting and documenting all registration forms ;
- Cross checking and documenting all funds;
- Completing all correspondence regarding funds and the conference sites;
- Sending out e-blasts to all registrants;
- Compiling spread sheets on all registrants, extra gala tickets, and extra half day tours;
- Assisting with the website that is conference related;
- Running the Conference Registration Table;
- Collecting funds for participants(in Aussie dollars and or US);
- Collecting money for the Marg Csapo Scholarship as well as from the silent auction.

Off Conference year:

- Updating the Yearly calendar
- Updating the conference manual
- Preparing the budget with our treasurer
- Compiling spread sheets monthly on VSP spending, membership income, donation income, organizational items
- Compiling samples of all PR statements, introduction letters, visa letters for future conferences
- Working with the membership chair to send out monthly e-blasts on IASE developments
- Checking on the status of our filing for taxes, liability insurance, website renewal fees, etc.
- Working with our VSP coordinator regarding site developments
- Go through all past documents and compile them on a cloud
- Go through all past treasurer documents
- Review the books for a yearly audit