

## President

- Board of Directors Meetings:
  - Request suggestions for the agenda from Board members two weeks prior to the Board meeting; use suggestions to develop and finalize an agenda, email final agenda to the Board seven to ten days prior to the meeting.
  - Preside at Board of Directors meeting.
  - Discuss proposals; vote only when necessary to break a tie.
- Program Meetings:
  - Attend meetings and be available to membership.
  - Write introductory script: welcome attendees, make announcements (include others, as appropriate), promote next meeting, and introduce presenter(s); close meeting and request volunteers for room breakdown.
- Additional Responsibilities:
  - Draft possible goals for the Board to accomplish in calendar year.
  - Recruit new members for Board of Directors, as needed. Request bios from those interested, for Board approval.
  - Orient new Board members as they join the Board of Directors.
  - Initiate independent contractor agreements annually; present terms to Board for approval; write and sign agreements.
  - Encourage members to volunteer for various responsibilities. Maintain list of possible volunteers to share with the Board for various tasks.
  - Write column for the newsletter: updates about the Board, any needs for volunteers, special events, etc.
  - Assign SD/PEN member to be website contact, responsible to answer queries about the organization.
  - Initiate membership renewal process: determine dates/deadlines, revise membership forms, draft email messages, and coordinate mailings. Work in conjunction with Webmaster and Vice President of Communications.
  - Confirm location of meeting site and meeting dates with site provider on a yearly basis; ensure necessary insurances are kept current.
  - Review job descriptions and bylaws on an annual basis, and revise, as appropriate, with Board approval.
  - Oversee those on the Board of Directors and independent contractors, guiding, developing, and encouraging them in their responsibilities.
- Additional Tasks:
  - Coordinate one of the program meetings, as needed.
  - Assist with additional functions, e.g., workshops, special celebrations.
  - Serve on committees and complete special assignments, as needed.
  - Promote SD/PEN program meetings and membership to area editors and those in related fields.

## Vice President of Communications

- Board of Directors Meetings:
  - Present updated information regarding social media and additional publicity resources.
  - Report current statistics for Twitter, LinkedIn, and Facebook.
  - Suggest outreach and marketing tactics, as appropriate.
  - Discuss and vote upon proposals.
- Program Meetings:
  - Send reminder email with request for RSVP to members approximately seven to ten days before the program meeting.
  - Notify Vice President of Programs of the RSVP count the day before the program meeting to aid in room setup.
  - Email the names of RSVP “yes” responders to Secretary the day before the program meeting for tracking and follow up.
  - Greet members/nonmembers as they arrive, or assign this responsibility to volunteers, as appropriate.
  - Assign a photographer for snapshots of meeting and presenter(s); select shots for Facebook and Newsletter; submit to appropriate people to post.
- Additional Responsibilities:
  - Maintain an accurate, current media list, including any special submission requirements, publication schedules, and contact information.
  - Publicize program meetings in local media and to other editing and writings groups with press release at the earliest possible date prior to meeting date; information based on website program announcement.
  - Post meeting information on various websites within their guidelines, as appropriate.
  - Publicize additional events (workshops, seminars, celebrations) in local media, as appropriate.
  - Manage Twitter, LinkedIn, and Facebook accounts, keeping each account active, or assign management, as appropriate.
  - Recruit, assign, and teach others to add content to accounts, if desired.
  - Verify that information on the website, Facebook, LinkedIn, and Twitter, as well as other media outlets, stays current.
- Additional Tasks:
  - Coordinate one of the program meetings, as needed.
  - Assist with additional functions, e.g., workshops, special celebrations.
  - Serve on committees and complete special assignments, as needed.
  - Promote SD/PEN program meetings and membership to area editors and those in related fields.

## Vice President of Programs

- Board of Directors Meetings:
  - Summarize previous program meeting.
  - Confirm plans for next program meeting.
  - Keep Board members current on program possibilities.
  - Discuss and vote upon proposals.
- Program Meetings:
  - Confirm coordinator/facilitator/recap writer for each meeting; provide guidance as needed.
  - Assist in the smooth progression of the program meeting.
  - Contact security to open/close meeting site for program meeting, or assign this responsibility.
  - Coordinate room setup/breakdown for program meeting, or assign this responsibility.
- Additional Responsibilities:
  - Encourage members to suggest possible meeting content.
  - Create survey/opinion poll for member input regarding possible meeting topics and presenters, as needed.
  - Maintain list of possible program topics, as well as possible presenters.
  - Draft Year-at-a-Glance (YAAG) for Board discussion at August Board meeting.
  - Contact possible presenters for program meetings; draft program title and summary description of meeting in conjunction with presenters.
  - Refine Year-at-a-Glance for approval at October Board meeting.
  - Finalize next year's YAAG for website before close of current year; submit to Webmaster.
  - Solicit coordinators for program meetings (check with Board members first) and provide each with an outline of duties and deadlines.
- Additional Tasks:
  - Coordinate one of the program meetings, as needed.
  - Assist with additional functions, e.g., workshops, special celebrations.
  - Serve on committees and complete special assignments, as needed.
  - Promote SD/PEN program meetings and membership to area editors and those in related fields.

## Secretary

- Board of Directors Meetings:
  - Record minutes. If any issues are not clear, confirm accuracy with other Board member(s) before finalizing minutes.
  - Distribute minutes to Board members within ten days of Board meeting.
  - Discuss and vote upon proposals.
- Program Meetings:
  - Arrange sign-in table with attendance sheets (member and nonmember), name tags, pens, membership forms, brochures/rate cards, promotional cards, etc. by 6:15 p.m.
  - Greet members and check off each name on attendance sheet.
  - Direct nonmember visitors to the nonmember sign-in person (someone from the Board of Directors).
  - Answer questions about SD/PEN, membership, brochures/rate cards, or promotional cards, etc. as appropriate.
  - Maintain record of attendees per meeting (members and nonmembers).
- Additional Responsibilities:
  - Transfer collected nonmember fees to the Treasurer within two days of each program meeting.
  - Notify Mailing Coordinator of any nonmembers' names and email addresses within two days of each program meeting.
  - Send handwritten thank-you note to program meeting presenter(s) within two days of each program meeting.
  - Send "missed you" email to any RSVP people who didn't show within two days of each program meeting.
  - Handle any correspondence requests from the Board, as approved by the Board President.
- Additional Tasks:
  - Coordinate one of the program meetings, as needed.
  - Assist with additional functions, e.g., workshops, special celebrations.
  - Serve on committees and complete special assignments, as needed.
  - Promote SD/PEN program meetings and membership to area editors and those in related fields.

## Treasurer

- Board of Directors Meeting:
  - Provide bimonthly and year-to-date Treasurer's Reports. Send copy to Board members prior to Board meeting for their review.
  - Provide updated Budget Worksheet (monies earned, expenses paid to date) for each meeting.
  - Discuss and vote upon proposals.
- Program Meeting:
  - Attend each program meeting.
  - Reach out to members and visitors, as appropriate.
- Additional Responsibilities:
  - Manage checking account: make deposits, record written checks, reconcile bank statement, buy imprinted checks, arrange for two approved signatures to sign checks (Treasurer and President), handle online banking, as needed.
  - Manage PayPal account: transfer money to checking account, monitor account, confirm payment when new member pays via PayPal.
  - Pay bills: if by check, keep record of invoice with date paid and check number; if by petty cash, note on invoice that payment came from petty cash. Make payments within seven to ten days of receipt, unless later due date stated on the invoice.
  - Manage IRS duties: send 1099 form to independent contractors (those who earn \$600 or more in the calendar year) and file information with IRS by January 31 of new calendar year; submit records, including taxes, as required for nonprofit association; handle any paperwork related to EIN.
  - Process annual dues: receive payment and keep records; maintain member information and payment date.
  - Send email to confirm receipt of hardcopy membership form to sender within two days of receipt. Scan and forward hardcopy membership forms to Webmaster and Newsletter/Directory Editor within seven days.
  - After membership enrollment period closes (December 31), email the name and email address of additional people who become members through the hardcopy membership form to President, Vice President of Communications, and Mailing Coordinator within seven days.
  - Draft new year's Budget Worksheet for Board discussion at October Board meeting; refine draft for approval at December Board meeting.
- Additional Tasks:
  - Assist with additional functions, e.g., workshops, special celebrations.
  - Promote SD/PEN program meetings and membership to area editors and those in related fields.

## Director

- Board of Directors Meetings:
  - Attend each meeting and provide feedback, as requested.
  - Serve as parliamentarian during the meeting, using *Robert's Rules of Order Newly Revised In Brief* as primary resource.
  - Discuss and vote upon proposals.
- Program Meetings:
  - Attend each program meeting.
  - Reach out to members and visitors, as appropriate.
- Additional Tasks:
  - Coordinate one of the program meetings, as needed.
  - Assist with additional functions, e.g., workshops, special celebrations.
  - Serve on committees and complete special assignments, as needed.
  - Promote SD/PEN program meetings and membership to area editors and those in related fields.