

Secretary

Overview:

The Secretary shall keep the minutes of all meetings of the Board of Directors in books provided for that purpose. The Secretary shall attend to the giving and serving of all notices of the Society; the Secretary shall have charge of the minute books and such other books and records as the Board of Directors may direct, may attest to the accuracy of such books and records and shall perform such other duties as are customary to that office and as may from time to time be directed by the President or the Board of Directors. Staff may assist the Secretary in performance of these duties.

Key Deliverables:

The Secretary shall keep the minutes of all meetings of the Board.

The Secretary shall attend to the giving and serving of all notices of the Society; shall have charge of the books of meeting minutes and such other books and records as the Board may direct, shall attest to the accuracy of such books and records and shall perform such other duties as are customary to that office and as may from time to time be directed by the President or the Board.

The Secretary shall maintain the letters of intent that are required by each new Officer and Portfolio Chair as well as the annual Conflict of Interest statements and Board Code of Ethics signed by each Officer and Portfolio Chair.

The Secretary shall maintain a record of attendance at meetings. The Secretary shall monitor attendance and file a motion to the Board in case of non-compliance.

KEY RESPONSIBILITIES:

- Has charge of the minute books and such other books and records, including:
 - Updated Board Roster, contact information and term information
 - Updated portfolio descriptions
 - Bylaws and Standing Rules
 - Memoranda of understanding
 - Contracts
 - Official Documentation
 - Yearly Board Meeting Schedule
- Monitors Basecamp
- Responds to calls for records, and certifies official board votes and member votes
- Certifies the results of the election and informs the membership
- Keeps track of action items coming from Board Meetings and tracks progress toward the completion of those items
- Supports the board in achieving clear and effective communication in its work together.

REQUIRED BACKGROUND: *Ideal candidate will have administrative experience*

Excellent communication skills – both verbal and written

Ability to read and interpret documents such as contracts, memoranda of understanding, and policies and procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to write routine business correspondence. Ability to effectively present information and respond to questions from directors, officers and members.

Ability to solve practical problems using logic and reason. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Term: 3 Year position with voting rights

Treasurer

Overview:

The Treasurer shall have the custody of all funds, property and securities of the Society, subject to such regulations as may be imposed by the Board of Directors. When necessary or proper, the Treasurer shall endorse on behalf of the Society for collection, checks, notes, and other obligations, and shall deposit the same to the credit of the Society at such bank or banks or depository as the Board of Directors may designate. The Treasurer shall, in general, perform all duties incident to the office of Treasurer, including a general supervision and control of the accounts of the Society, subject to the control of the Board of Directors. Staff may assist the Treasurer in performance of these duties.

Key Deliverables:

The Treasurer shall have the custody of all funds, property and securities of the Society, subject to such regulations as may be imposed by the Board of Directors.

The Treasurer is responsible for fiduciary decisions such as determining what S-USA will pay for and what it will not; approving expenses and payments; monitoring coding to ensure correct entries; signs checks; reviews the conference budget.

The Treasurer or designate should attend all meetings and conference calls since issues involving expenses often arise.

The Treasurer shall prepare a financial statement for each meeting and conference call and a complete financial report to the members for the annual business meeting.

Responsibilities:

- banking and investment of funds;
- signing checks;
- business management as needed;
- preparation of an annual budget including such schedules of income, staff salaries, independent contractors, supplies, contracts and other major expenditures as may be desired by the Board of Directors; and
- prepare the conference budget and monitor expenditures throughout the planning process and during the conference itself.

It is important that the Treasurer pay attention to all matters involving any financial risk and ask questions to satisfy his/her fiduciary responsibility. Staff such as the Bookkeeper may assist the Treasurer in performance of these duties.

REQUIRED BACKGROUND: *Ideal candidate will have accounting, bookkeeping or other financial management experience.*

Ability to read and interpret documents such as contracts. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to write routine business correspondence. Ability to effectively present information and respond to questions from officers, directors and members.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and to resolve accounting/financial issues.

Ability to solve practical problems using logic and reason. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Term: 3 Year position with voting rights

Director of Local Groups

Overview:

The purpose of the SIETAR USA Local Groups director is to act as a liaison to maintain communication and information flow between the various local SIETAR affiliates and the SIETAR USA Board. The liaison assists new groups in their start-up phase, encourages the growth and development of all local groups and affiliates (special interest groups, virtual communities, social media groups, etc.), and strengthens their relationship with SIETAR USA. The liaison will help to develop and adopt mutually beneficial guidelines for the relationships between the local affiliates and SIETAR USA. The Local Groups Director is responsible for providing copy to the S-USA Newsletter about activities of those groups.

In addition, the Local Groups Director will develop and maintain a pipeline for dialogue and information between SIETAR USA and local groups, special interest groups and other virtual communities. Note that the SIETAR USA President remains SIETAR USA's primary contact and representative with the SIETAR Global network.

Primary duties:

- Maintains communication and information flow between the SIETAR USA Local Groups and the Board, as well as other SIETAR affiliates such as special interest groups, local intercultural communities and virtual/social media groups;
- Assists new local group development, sharing best practices and providing mutually beneficial guidelines for the relationship between a local group and SIETAR USA;
- Cross-promotes local and global events;
- Monitors and helps maintain current information on the SIETAR USA website related to local groups and other SIETAR USA relationships and activities;
- Attends monthly Board conference calls;
- Attends two face-to-face Board meetings each year;
- Attends other meetings as necessary.

Term: 3 Year position with voting rights

REQUIRED BACKGROUND: *Ideal candidate will have been in a position of leadership of a local group*

The ideal candidate should have experience with a local group, possess strong cross-cultural communication skills, the ability to network, and build and maintain supportive inter-relationships.

Conference Oversight Portfolio

Overview:

The Chair of the Conference Oversight Portfolio on the Board supports the entire conference process, develops relationships with the conference venue staff and other suppliers, maintains financial records, recruits a Conference Chair or Co-Chairs, provides advice for developing a volunteer committee and oversees its activities. In addition, the Conference Oversight Chair shall develop and maintain files of documents pertinent to organizing a S-USA conference for the use of the Conference Chair(s). The Conference Oversight Director assists in the selection of the conference hotel taking all factors (room price, contract stipulations, F&B minimum, number of staff rooms and the like) into consideration in advising the final decision to be taken by the Executive Committee.

The Conference Co-Chairs and Committee develop the overall conference program agenda and organization; select a theme; obtain plenary speakers or other plenary events; plan social events; issue a call for proposals and select those that will comprise the conference sessions; organize workshops offered prior to or after the conference; and engage in all other activities that produce an educational and successful conference. The committee also establishes a hospitable and inclusive tone for the conference.

An additional responsibility of the Conference Oversight Director is to develop and articulate a vision and 5-year strategic plan for SIETAR USA conferences, including the philosophy, operating standards, and criteria for selecting conference leadership, locations, themes and speakers. Establish sustainable, accessible systems for documenting and running SIETAR-USA conferences.

KEY FUNCTIONS:

- Monitoring (e.g. Budget, Statistics such as registrations and the like)
- Advising (Conference Chairs as well as others on the Planning Committee)
- Recruiting (e.g. future conference chairs, program chairs)
- Planning (e.g. Strategic, Financial)
- Communicating (e.g. information conduit)

SCOPE:

Work closely with the Conference Planning Committee to ensure timely decisions, help set and monitor timelines, deadlines, logistics;

Coordinate with the Treasurer to develop and monitor the conference budget;

Coordinate with Graphic Design resources and Marketing team to ensure consistent, high-quality branding and marketing communications;

Engage in the site selection effort and help determine conference dates;

Link to and coordinate with the other Board portfolios that impact the conference (e.g. Communications, Fundraising, Professional Development) and serve as liaison between the Conference Planning Committee and the Board of Directors;

Ensure that the conference design meets objectives set by Board and Conference Chairs;

Responsible for deciding what documentation needs to be retained; updating notebooks etc. Evaluate and monitor project management systems and establish and/or improve processes as needed;

Available as a resource and to pick up any dropped balls;

Review and update job descriptions (conference committee chairs) as needed; and

Oversee the conference evaluation process; feed the information back into the planning process.

REQUIRED BACKGROUND: *Ideal candidate will have chaired or co-chaired a SUSA conference*

Familiarity with SUSA conferences – preferably having attended at least two of the last four conferences

Knowledge of SUSA conference planning process

Term: 3 Year position with voting rights