**SFAS Job Descriptions, v.8 for 2021**

**All Board Members**

Responsibilities:

a. Plan to attend all board meetings or arrange coverage for duties in advance for an expected absence. Notify a member of the Executive Board of any absence from a board meeting. Election to the Board is for a two year term.

b. As a group, direct and manage the activities and business of the society; make the rules for the club.

c. Elect the officers of the Executive Board (President, Vice-President, Secretary, Treasurer.)

d. Be available to the general membership: to make them welcome, to inform them about the society, and to mentor those new to the hobby.

e. Ensure that the general meetings go smoothly, that the rented space is well cared for. f. Identify members to work on special projects or on advisory committees of the board. g. Develop a working knowledge of the By-laws, and of your Duties of Care and of Loyalty.

Qualifications: Board members must be 21 years of age at the time of assumption of office and shall have maintained a continuous membership in the society for not less than one year. They must be willing to work for the continued success of the club and for the satisfaction of the members.

Benefits: Gain experience in working as a team, and in building and working with committees. Have the opportunity to network on different levels, learn meeting management skills, gain experience that can be used on the job. Enjoy working with a group of your peers to plan and advance the future of the society.

**President**

Responsibilities:

a. The board president is the head of the board and of the organization. Serves as the society’s spokesperson, and reports to membership as needed.

b. Guides the board in carrying out the organization’s mission and in accomplishing its goals.

c. Ensures compliance with California law governing nonprofit organizations through use of the society by-laws.

d. Prepares board meeting agenda. Oversees and manages board meetings. e. Creates committees and appoints committee chairs. Assigns tasks and directs board members in their roles.

f. Prepares the budget and monitors the finances of the society along with other officers. g. Maintain general liability insurance for the club and D&O insurance for the board. Qualifications: Prior service on the Board of Directors for at least one year. Ability to delegate, public speaking ability, leadership skills, ability to communicate effectively. Diplomatic and fair. Benefits: Plays a key role in shaping society’s future. Improves meeting management skills.

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**Treasurer**

Responsibilities:

a. Develop and monitor the society’s financial operations as the financial officer. b. Receive all incoming funds, and disburse monies as approved by the board. Monitor cash flow and maintain financial records.

c. Manage finances for club accounts and contracts, such as website, postcard, storage, office/mailbox, donations, etc.

d. Prepare annual budget with help from other officers.

e. Prepare monthly written Treasurer’s Report for board.

f. Prepare and file IRS and other government forms.

g. Keep custody of the investments and trust fund of the society.

Qualifications: Comfortable doing accounting and balancing checkbooks. Ability to keep records in order, manage computer financial databases.

Benefits: Success in managing essential financial records and in service to the society’s future.

**Secretary**

Responsibilities:

a. Maintain society records and conduct the board’s correspondence. Provide required meeting notices. Assume leadership when president and vice-president are unavailable. b. Take draft minutes at board meetings. Distribute the approved minutes. c. Assist with voting at the board meeting, and record results in the minutes. d. Maintain list of board members, their duties and terms, and committees and volunteers. e. Maintain a permanent, protected database, accessible to board members, of minutes, insurance and legal documents including by-laws, tax filings, officer’s reports, membership databases and other society documents.

f. Countersign documents whenever necessary. Keep custody of the corporate seal. Qualifications: Good note taking, and facility with electronic record keeping. Good communication skills.

Benefits: Gain experience in working on executive board, improve meeting management skills, gain experience that can be used on the job.

**COMMITTEE AND VOLUNTEER POSITIONS:**

**Membership Manager**

Responsibilities:

a. Maintain membership database and prepare membership report for board. b. Develop new member campaigns, develop surveys to assess needs of members. c. Update mailing lists.

d. Plan ways to involve members in the workings of the society.

Qualifications: Good record keeping, knowledge of marketing, good people skills. Benefits: Acquaintance and networking with entire membership; gain experience that can be used on the job.

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**Hospitality Director**

Responsibilities:

a. Welcome new members. Maintain close contact with the general membership and bring suggestions or concerns from members to the Board of Directors. Greet members at the door when possible.

b. Make any special announcements to general members, as directed by the board. c. Organize meeting snack program and special events for membership. Qualifications: Outgoing and helpful in diverse situations. Intent to serve the whole membership. Benefits: Wide acquaintance and networking/recognition among the membership. Improves communications between general members.

**Archivist**

Responsibilities:

a. Maintain historical records of the society.

b. Educate members about the history of the hobby and the club.

c. Manage the use of stored material by members.

d. Recruit members where possible to write articles for the chronological record. e. Inventory the stored material and document it in club records.

Qualifications: Good communication skills, writing skills, proofreading skills, ability to delegate and supervise. Interest in historical development of hobby and the society. Benefits: Gain experience in building and working with committees, gain experience that can be used on the job coordinating presentations. Expand the interest in the hobby among members.

**Communications Manager**

Responsibilities:

a. Design and publish postcard.

b. Send monthly meeting email reminders to members.

c. Maintain Club Facebook site.

d. Manage Communications accounts.

Qualifications: Computer fluency, literature design interest, basic business skills. Benefits: Success in coordinating communications in multiple domains, introducing SFAS to the public.

**Webmaster**

Responsibilities:

a. Update and maintain website including monthly announcements.

b. Find new ways to utilize the website for communication with members. c. Manage associated accounts.

Qualifications: Familiarity with websites. Excellent writing and editing skills as well as strong leadership and project management skills required for up to date website. Benefits: Gain experience in building websites, experience that can be used on the job, and provide useful information and education for Club members. The public face of our Society.

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**Program Manager**

Responsibilities:

a. Propose and schedule monthly speakers, in coordination with Sacramento Aquarium Society and Pacific Coast Cichlid Association. Work directly with speakers to insure fresh topics tailored to club interests.

b. Prepare calendar of year’s meeting dates for website display. Provide long-term schedule to webmaster as available including name, presentation title and meeting date. c. Three weeks before presentation, provide speaker and presentation information to Communications Director for monthly mailings.

d. Arrange or delegate responsibility for speaker travel, hotel, escort and payment. e. Before speaker travels to SFAS, verify that speaker’s presentation works properly on club laptop or that speaker will bring own laptop compatible with Club projector. f. Introduce speaker at general meeting. Facilitate the presentation, including finishing on time.

Qualifications: Good record keeping, ability to utilize contacts and network for speakers/presenters. Aim for excitement over presentation, and members feel they have learned something.

Benefits: Gain experience working with committees, expand professional contact network, meet and engage with leaders in the hobby who come to lecture.

**Auction Manager**

Responsibilities:

a. Coordinate the auction at the monthly meeting. Report directly to the treasurer; submit monthly reports to the Board of Directors.

b. Coordinate the runners, the auctioneer and cashier.

c. During the meeting document auction progress and income. After the auction assist cashier in payments to participating members. Mediate disputes related to the auction. d. After the meeting, create Auction Summary Report and reconcile any discrepancies with the treasurer.

Qualifications: Computer database management skills and ability to keep good records. Benefits: Management of a major source of society income, gratitude of the members for determining payouts.

**Auctioneer (member volunteer)**

Volunteer Responsibilities:

a. Describe merchandise, solicit bids, and close sales.

b. Ensure auction is finished on schedule.

**Cashier (member volunteer)**

Volunteer Responsibilities:

a. During auction, accept receipts and payments; provide change.

b. After auction, provide payouts to selling members of 75% of their sales. c. Give cash received and tally of receipts to Treasurer.

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**Runners (member volunteers)**

Volunteer Responsibilities:

a. During auction sales, write up duplicate white and yellow receipts, with member code, bag number, and sale price.

b. Differentiate sale of donations by writing out DONATION on white and yellow receipt (not “DON” because abbreviation can be mistaken for a member code.)

c. For cash buyers deliver merchandise, get cash, give white and yellow copies to cashier and return change to buyer.

This document, originally written by Bill and Kate in 2018, is an outline of the major tasks of the board and is not meant to be a complete guideline to the jobs of the Board. It is offered because it might be helpful, particularly to those new to the Board, to have a reasonable idea what is involved in choosing a particular post.

Note that no single individual has to personally do all the tasks in a job description. The board has formal Board Committees, with a Chairperson and other board members, (for example an Executive Committee, including the President, Secretary and Treasurer), and Working Groups of various sizes (called Advisory Committees in the new bylaws,) Everyone in the group shares the work.The managers coordinate the group activities,and report into the Minutes, to keep the entire board aware of progress.

KS:ks 11.26.2020