

December 1, 1982

TO: FSGW Board
FROM: Nancy Schatz, ^{NS}Chair, Bylaws/Job Descriptions Committee
SUBJECT: Draft Job Descriptions

Attached is a draft of the Committee's proposed job description document. THIS IS A DRAFT ONLY; since there has not yet been time to receive and incorporate any feedback from the Board, we do not consider this a final proposal.

Please read the entire document carefully (with special attention to your own position, of course), and note any comments for later discussion. It is more important to get this done right than to get it done quickly, so please do give it serious thought.

A few explanatory notes:

1. We have tried to give a general statement about each office (its overall area of responsibility, any special requirements or desirable assets for the office-holder, estimates of time required, any "background" notes relevant to the position) and a list of specific tasks to be performed.
2. We have recognized the difference between (a) describing the responsibility and duties of an office and (b) telling someone how to do a job, and have tried to stick to the former. Sometimes the line between is pretty vague, but where we have slipped into the "how-to" area, it has usually been because we felt the point was particularly helpful.
3. Clearly the level of activity is discretionary for several positions (Special Events, Dance, Publicity, V. P., Member-at-Large). The officer can do more or less, as he or she-- and the Board--feels appropriate.
4. We have assigned responsibility for several tasks which have not previously been assigned to specific Board offices on the theory that every task should be assigned to someone who will ensure it gets done. E.g., the Secretary is responsible for appointing someone to pick up the mail at the P.O. box; the Publicity Chair is responsible for appointing someone to maintain the "Hot-Line;" the Secretary is responsible for maintaining and updating the job descriptions; the Archivist keeps an inventory list of FSGW possessions; etc.
5. We have sometimes been super-specific. We do not intend to insult anyone's intelligence, but figure it's better to state the obvious than to take the chance of things slipping through the cracks. If you should get hit by a truck, God forbid, someone else should be able to step in and do the job.

6. We have in some cases lifted verbatim chunks from the By-Laws, figuring one shouldn't have to refer to a separate document in order to use this one. We have tried to make this consistent with the By-Laws--please tell us if we missed anything.
7. Re page 2, President, item #6: Since this new duty may startle you, herewith explanation. The By-Laws originally said (under "Meetings of the Society"), "The President and the Treasurer shall report to the membership at the meeting held in April." This was deleted during the recent By-Laws revision, because we were trying to get away from conducting business at meetings. We said we'd deal with reports in the Job Descriptions, so here it is. (The Treasurer's report is covered on page 5, items 6 and 7).

FOLKLORE SOCIETY OF GREATER WASHINGTON

Job Descriptions

Executive Board Members, Archivist, Nominating Committee

New Board members take office on July 1. All Board members are expected to:

1. Attend all regular and special meeting of the Board, or notify President if unable to attend. Regular Board meetings currently are held on first Wednesday every month.
2. Be responsible for the accomplishment of all tasks assigned to their office, whether listed in this job description or assigned by the Board. The tasks themselves may be delegated to others, but responsibility remains with the Board member.
3. Turn over promptly to Treasurer funds collected on behalf of FSGW, with a note explaining what it is for.
4. Train their successor before leaving office, explaining all procedures and turning over appropriate Society equipment, files, lists of contacts, etc.
5. Turn over Society records to Archivist.
6. Maintain membership in Society in good standing.

PRESIDENT

The President serves as Chair of the Board and as one of the four Corporate Officers of the Society, with authority to sign official documents and checks. President is responsible to Board for the conduct of Society's program and affairs. President shall, subject to By-Laws, conduct with other officers and chairs, Society's ordinary business. President must be 21 years of age before taking office.

Duties of President:

1. Chair all regular and special Board meetings, ensuring that all business is scheduled, all views are heard, and all necessary motions are made.
2. Appoint chairs of all ^{Standing} committees ^{and special committees} deemed necessary by the Board.
3. Serve as ex officio member, with vote, of all standing and special committees of Society, except Nominating Committee.
4. Represent the Society at official functions.
5. May speak for Society in the press or other media, coordinating with Publicity Chair.
6. Report in writing to Board at April Board meeting; this report is to be reproduced or excerpted in the Newsletter for the membership.
7. Serve as Past President for one year following term of office, acting as consultant to Board and performing such duties as necessary.

VICE-PRESIDENT

The Vice-President is Vice-Chair of the Executive Board and is one of the four Corporate Officers of the Society, with authority to sign official documents and checks. Vice-President is responsible for assuming duties of President when necessary, and is available for special assignments delegated by President or Board. Vice-President must be 21 years of age before taking office.

Duties of Vice-President:

1. Chair Board meetings in absence of President.
2. Assume duties of President when the President is unavailable or unable to perform them.
3. Authorize actions of Board members or committee chairs when President is unavailable.

SECRETARY

The Secretary serves as one of the four Corporate Officers of the Society, with authority to sign official documents and checks. Secretary must be 21 years of age prior to assuming office.

Duties of Secretary:

1. Take minutes at Board meetings.
2. Type and reproduce copies of minutes to distribute at meetings.
3. Maintain files of minutes, correspondence, corporate records.
4. Notify Board members of meetings.
5. Keep list of addresses and phone numbers of Board members, and distribute copies to Board members.
6. Write letters as necessary, or as directed by the Board.
7. Maintain FSGW Board reminder calendar of recurring events and deadlines, including committee appointments.
8. Arrange for Society's mail to be picked up at least twice a month (preferably weekly), and distributed appropriately.
9. Update and maintain job descriptions document.

TREASURER

The Treasurer serves as one of the four Corporate Officers of the Society, with authority to sign official documents and checks. Treasurer must be 21 years of age prior to assuming office. Treasurer handles all aspects of Society's finances--budget planning, collecting and disbursing funds, record keeping, preparation of tax returns, and other official reports. Treasurer should be prepared to spend at least ten hours per week on Society business. A familiarity with generally accepted accounting principles is helpful, as is a familiarity with the tax form 990 and schedules relevant to non-profit organizations.

Duties of Treasurer:

1. Receive all funds due the Society.
2. Pay all the Society's just debts.
3. See that admission fees are collected at Society events.
4. Administer bank accounts and Society funds, maintaining the bulk of Society funds in interest-bearing accounts.
5. Maintain financial records of Society, including monthly records of income and expense according to major categories. All records over seven years old should be turned over to Archivist.
6. Prepare budget and submit to Board for approval at August Board meeting. Revise budget for January Board meeting.
7. Conduct annual internal audit of books and report to Board (balance books and prepare financial statement).
8. Prepare and submit tax return for fiscal years served as Treasurer.
9. Serve as financial consultant to committees if requested.
10. Serve as Past Treasurer for one year following term of office, acting as consultant to Board and performing such duties as necessary.

MEMBERSHIP CHAIR

The Membership Chair is responsible for administering and documenting all membership matters for the Society. Thus, it is desirable for Membership Chair to have access to a computer of adequate capacity to handle current size of membership files (more than 2000 members near end of 1982), plus some expected growth. Currently we are using two single-sided, double-density eight-inch floppy disk drives (total one megabyte storage capacity), with a third drive for system software and membership programs, and a fourth drive to serve as working space during sorts. Membership Chair should also have access to the expertise to program the computer to perform additional functions, as needed.

Duties of Membership Chair:

1. Compile and maintain master membership file containing all appropriate membership information, and produce monthly hard copy for working use.
2. Process new and renewal membership applications.
3. Issue membership cards to newly-joining or renewing members.
4. Transfer membership income to Treasurer and maintain proper accounting.
5. Maintain membership table at concerts and other events.
6. Report monthly membership statistics to Board.
7. Prepare and mail renewal notices.
8. Delete from active membership file those who do not renew, and maintain a log of deletions.
9. Maintain list of out-of-town Newsletter subscribers.
10. Send sample Newsletters to those who call for membership information.
11. Prepare labels for monthly Newsletter mailing.
12. Prepare labels for yearly ballot mailing (sorted by membership category).
13. Prepare annual membership directory.
14. Prepare, on request, listings of those who have indicated willingness to volunteer to help with FSGW functions.

PROGRAM CHAIR

^{The}
^ Program Chair is responsible for planning and producing nine monthly programs, currently held on the second Friday of the month (usually September through May), at the Washington Ethical Society auditorium, at 8:30 p.m.

Because programs have a monthly budget and are not expected to make money, Program chair should feel responsible for presenting programs representing the broadest interest and purpose of the Society, and maintaining a balance among solo performers and groups, vocal and instrumental music, American and international music, men and women.

Duties of Program Chair: see Duties for scheduling FSGW Events, page 10.

SPECIAL EVENTS CHAIR

The Special Events Chair is responsible for planning and producing FSGW events that are not under the regular provenance of the Program Chair or the Dance Chair.

Special Events Chair is also responsible for coordinating the activities of the special-interest groups within the Society, currently the Open Sing, Sacred Harp sing, gospel sing, and storytelling group; and for consulting with President on appointment of committees to chair major events.

(currently co-sponsored with Wash. Eth. Soc., which donates hall, handles logistics, & keeps all proceeds)

Special Events chair should feel responsible for presenting events representing the broadest interest and purpose of the Society, and for maintaining a balance of different kinds of events.

Duties of Special Events Chair: see Duties for Scheduling FSGW Events, page 10

DANCE CHAIR

The Dance Chair is responsible for planning and producing those Society activities principally involving dance, and for making sure someone is responsible for dance at our three major events--Getaway, Mini-Festival, Washington Folk Festival.

Other than major events, our current ongoing program involves the Sunday night dance presenting traditional American dance, and the seasonal Saturday night dance series at Glen Echo Park presenting all kinds of social dance.

Dance Chair should feel responsible for promoting awareness of dance styles and variety, of dance's relationship to traditional music, and of dance activities in the community.

Duties of Dance Chair: see Duties for Scheduling FSGW Events, page 10.

Duties for Scheduling FSGW Events--Program, Special Events, Dance (not all duties will apply in every case)

Booking Events

1. Stay current on availability of performers, by keeping in touch with them (or their agents).
2. Locate and book hall for performance (dance and monthly program book whole season).
3. Decide which performers to present, when and where, dependent on available dates, etc.
4. Negotiate fees with performers.
5. Report plans to Board, including cost estimates and major logistic requirements.
6. Provide complete information to performer in writing in advance of event, including:
 - a. Date, time, place of event;
 - b. Map (or directions) to W.E.S. auditorium or other hall where event is booked;
 - c. Amount of FSGW's guarantee to performer, stipulating method and time of payment (usually this is by check at end of evening unless performer notifies FSGW in advance);
 - d. Permission form for performer to sign giving us permission to tape performance for our archive.

Promoting Events

1. Obtain complete information from the performer in advance of event, including:
 - a. Complete publicity information and photographs no later than the 10th of the month preceding event;
 - b. Any special needs beforehand (early set-up, sound check, etc.);

Duties for Scheduling FSGW Events continued

- c. Any housing needs (FSGW does not routinely pay for motels);
 - d. Any transportation needs--pickup at airport or train station, to and from event, etc.;
 - e. Time of arrival in D.C.
2. Write article for FSGW Newsletter; make sure it and photo are received by editor before deadline (usually 15th of month preceding event).
 3. Get publicity information to FSGW Publicity Chair as early as possible, no later than the 15th of the month preceding event, and arrange for any special publicity needed.

Arranging Details of Program

1. Arrange for meals and housing (if necessary).
2. Arrange transportation as necessary.
3. Keep track of expenses as you go and keep all receipts, to report to Treasurer, so you can be reimbursed.
4. Arrange for sound system to be brought to and taken away from hall.
5. Arrange for crew to run sound system during event.
6. Arrange for someone to collect admissions (check with Treasurer).
7. Arrange for crew to set up hall if necessary.
8. Arrange any other volunteers needed.
9. Arrange to rent chairs if necessary.
10. Arrange for hall to be opened early on night of event.
11. Introduce performer and run event. This includes announcement that FSGW does not allow taping, announcements of upcoming events, no smoking in auditorium.

Duties for Scheduling FSGW Events continued

12. Arrange to have Treasurer write a check to pay performer.
(It is FSGW policy to provide a copy of the written agreement between FSGW and performer to the Treasurer in advance of the event.)
13. Arrange any necessary clean-up.
14. Give proceeds of event to Treasurer, with written explanation of what it is.
15. Arrange for recordings to be sent to performer (if requested).

PUBLICATIONS CHAIR

The Publications Chair is responsible primarily for the editorship, production, and distribution of the FSGW Newsletter. Any other publications (except publicity material) would also be the responsibility of this office, though Publications Chair would not necessarily edit them. Good writing and editing skills, background in printing or graphics, access to good (preferably office model) typewriter are desirable assets.

Duties of Publications Chair:

1. Establish and publicize monthly deadline for Newsletter material.
2. Collect all information by established deadline.
3. Edit all copy for correct spelling and grammar, appropriate length, and completeness of information.
4. Prepare camera-ready copy (this will require at least one full day, perhaps more), including:
 - a. Type all material in appropriate format;
 - b. Prepare artwork and headlines;
 - c. Compile monthly calendar from information in Newsletter;
 - d. Proofread and correct all material;
 - e. Complete layout and paste-up.
5. Determine (from Membership Chair) number of Newsletters to be mailed and estimate number needed for other distribution (publicity, membership, other events, etc.).

6. Prepare cover letter for printer giving details of order (number of pages of copy, reduction and photos, number of folded and flat copies needed, date required, details of delivery).
7. Get prepared copy to printer and arrange for delivery of finished Newsletters, allowing adequate time for printer to complete job and deliver for mail-out.
8. Make deposit in postal account, or arrange for this to be done by Treasurer (can be done as late as day of mailing), and get mailbags.
9. Arrange for addressing, sealing, and bundling of Newsletters for mailing (six people can do this in an hour or two).
10. Arrange for delivery of Newsletters to Post Office's Bulk Mail Center in time for delivery to members before the first of the month.
11. Maintain equipment and supplies (kroytype headliner) used in preparation of publications.
12. Decide which printer to use and maintain an account with, based on comparative costs, capacity to perform the required work, and cooperativeness.
13. Collect money submitted with classified ads and turn over to Treasurer as soon as possible.

PUBLICITY CHAIR

The Publicity Chair is responsible for all publicity, advertising, promotion, and public relations activities of the Society. He or she should feel responsible for promoting the visibility of FSGW in the Washington metropolitan area and encouraging public involvement in all of the traditional arts.

The Publicity Chair makes decisions about the form and content of publicity material, and about appropriate recipients of material; these issues need to be re-evaluated for each event. Sometimes publicity will be sent to the entire mailing list, sometimes to selected recipients, and sometimes to special audiences (e.g., to embassies for international performers).

It is almost impossible to tell in any reliable way which publicity techniques are effective and which are not, so awareness of local media, instinct, experience, and perseverance are important assets for the Publicity Chair.

Duties:

1. Obtain background material, publicity photos, and details of major FSGW events (i.e., any that are to be publicized outside of our Newsletter) as far in advance of each event as possible, working closely with the appropriate Board member and/or producer of the event.
2. Produce and distribute press releases and public service announcements for major FSGW events.
 - * Obtain all necessary materials and adequate postage;
 - * Draft press release or PSA and produce camera-ready copy;
 - * Duplicate a sufficient number of copies;
 - * Obtain mailing labels and select appropriate recipients for publicity material on each event from among those on publicity mailing list;
 - * Fold releases, stuff envelopes, label, stamp, and mail to selected media (each publicity mailing will take an evening);
3. Produce and distribute flyers for selected FSGW events, and produce membership flyers and brochures in consultation with Membership Chair.
 - * Design flyer and produce camera-ready copy;
 - * Arrange for printing of sufficient copies;
 - * Distribute finished flyers to those who can place them appropriately.
4. Stimulate and facilitate the production of interviews and other feature stories on FSGW-sponsored performances in the electronic and print media, supplying appropriate background material on the Society and the event (including map).
5. Maintain an active, up-to-date mailing list of print and electronic media and contact people.

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6. Maintain an active, up-to-date list of deadlines and/or necessary lead times for the various publicity outlets (e.g., the Nth of each month for magazine X, the Friday a week prior to the event for Wash. Post Weekend, one week ahead and on the day of the event for TV coverage, etc.) A helpful technique is to develop a calendar working backward from each event, showing what the deadlines are.
7. Maintain a file of previous FSGW press releases, PSAs, and other publicity materials for reference use.
8. Monitor publicity insofar as possible in order to determine which outlets use our material and what is effective.
9. Arrange for the location, recording, and maintenance of the Society's "Hot-Line" answering machine, and for referral of messages to appropriate Board members.

OFFICERS-AT-LARGE

Officers-at-large are responsible for helping other officers of the Board as requested. This position is seen as a way to bring new people onto the Board. Officers-at-Large may not serve consecutive terms and must not have served as elected officers of the Society for the three years preceding the term for which they are nominated.

ARCHIVIST

The Archivist is responsible for the gathering, filing, indexing, storage, and retrieval when needed of various materials relating to the history and functioning of FSGW. The long-term goal should be an archival record of all Folklore Society related activities.

Materials to be included in the FSGW archive include:

- * Any official papers that are no longer current (e.g., financial & tax records over 7 years old);
- * Minutes and other records of the Board and of FSGW committees, including large-event committees (Getaway, Mini, WFF), the Nominating Committee, and any special or ad hoc committees established by the Board;
- * Newsletters, journals, and other Society publications;
- * News releases, flyers, posters, and other publicity materials;
- * Photos of FSGW events and of performers the Society has presented;
- * News articles and clippings relating to FSGW activities;
- * Inventory list of all FSGW possessions (with serial numbers where relevant) and where they are stored;
- * Any other items the Board deems relevant.

or the Archivist

Duties:

1. Locate and arrange for the Society's use of suitable, safe, accessible storage space for the above materials, including file cabinets, shelving, and similar items;
2. Collect all appropriate archive materials;
3. Organize, file, and index materials to facilitate their use;
4. Make all archive materials available to whomever requests them, keeping records of items borrowed and making sure they are returned.

NOMINATING COMMITTEE

A Nominating Committee consisting of five members of FSGW shall be appointed, no later than the January Board meeting, by the President with the approval of 2/3 of the Board. Of the five members of the Committee, no more than two shall be, at the time of their appointment, members of the Board. Members of the Nominating Committee shall not nominate themselves for office in the current election, but may be nominated from the floor.

Committee members shall contact potential candidates to ensure that all candidates are members in good standing of the Society, are qualified, available, willing to run, and will serve if elected.

The Nominating Committee shall select a slate of candidates for office, which need not be limited to one candidate per office, and shall present that slate to the membership at the March meeting. At that meeting and at the April meeting, additional nominations for any office may be made and seconded from the floor.

Prior to the May meeting, the membership shall be sent ballots for the election which shall include the names of all candidates for office and space for write-in candidates. The ballots are to be returned by mail to the Board by a deadline established by the Board, or brought to the May meeting. Only the ballots received by the deadline shall be counted. Election results shall be announced in the next regular publication of the Society (i.e., the June or June/July Newsletter). Only authenticated ballots sent by mail to the membership shall be counted.

For each office, the candidate with the most votes shall be elected. In case of a tie, the Nominating Committee, by lot, shall select the winner. The newly-elected officers take office on July 1.

Duties of Nominating Committee Chair:

1. Call and chair as many meetings of the Committee as are necessary to assemble a slate;
2. Arrange for publication of candidates (Committee slate plus candidates nominated from the floor) in the April Newsletter, and for publication of the election results in the June or June/July Newsletter;
3. Oversee committee in administering the election (preparing & mailing ballots, tabulating the vote, announcing results);

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4. Inform all candidates of the election results, preferably before the announcements at the May meeting and in the Newsletter.
5. Report to the Board on the election and prepare a written report to be given to the Archivist, together with all records and materials of the election, for reference in following years.