

Standard Celeration Society - *President*

The President is the chief executive officer of the Society, responsible for managing productivity of the officers and board members and ensuring that the Society maintains its legal and financial status in good condition. Here is a list of the President's major responsibilities in six categories, some of which are only possible with the contributions from and cooperation with Board Members and Officers:

Executive/Leadership Communications

- Messages, emails, and notifications of various kinds delivered to Officers, Board Members, and Members of the Society, as needed and agreed upon with Officers and Board Members (needs further detail)

Internal and External Relationships

- Productive Officers and Board Members – by setting expectations, providing timely feedback, and encouraging collaboration and communication
- Sustainable productive relationships with leaders in other professional and service organizations, member organizations, public media, and individuals that serve the needs and goals of the SCS.

Management of Board & Officers

- Confirmed meeting dates/schedule
- Meeting invitations
- Agreed-upon meeting outputs by end of meeting (by chairing meetings)
- Recommendations to the Board (miscellaneous, as requested or needed)

Administrative and Legal Responsibilities

- Annual Report and other required submissions – timely, complete, and accurate according to charter and state requirements
- Meeting agendas, minutes, and associated records distributed and in files – both for conducting meetings, and to maintain legal records, as needed
- Updates to the Board, as needed, about changes in legal rules/regulations, etc.

Elections

- Candidates ready for elections, with necessary documentation complete
- Report to Membership of election results

Project Management

- Progress/feedback/data/charts for Board Members and Officers to support decision-making – likely created in collaboration with them.
- A Master Project List and ongoing Status Report or Record

Standard Celeration Society – VP of Finance (Treasurer)

The VP of Finance is responsible for the financial record keeping of the Society, and for providing input and recommendations to the Board and Officers. The VP of Finance works with the President to manage the *process* of budgeting, financial bookkeeping, management of expenses, and reporting – which involves doing whatever it takes, within reason, to obtain necessary financial information from Officers and the bank, and managing the process that results in financial decisions that strengthen and protect the fiscal health of the Society. Here is a list of the VP of Finance’s major responsibilities in four categories.

Budgeting

- Draft Annual Budget for review by Board and Officers
- Approved Annual Budget
- Draft Conference Budget/Estimates
- Approved Conference Budget
- Approved expense items (by whomever is supposed to approve them)

Banking and Accounting

- Payments to vendors, officers, government, etc. – timely and accurate
- Records of expenses by category, with supporting receipts in file
- Record of income with documentation, by category
- Record of donations/contributions with receipt to donor
- Reconciled monthly bank statement
- Records of current tangible assets and their condition (e.g., LCD projectors), and any allowed depreciation of their value for reporting to the SCS’s accountant.

Reporting

- Periodic (quarterly?) budget/financial updates
- Standard celeration charts of financial data to support analysis and decision-making
- Complete, accurate and timely financial data for tax reporting and filing (by CPA?)

Advice / Notification

- Funding recommendations to Officers and Board
- Notifications to Board and Officers about budget or other financial issues that require action/attention

Note: Kerri Milyko has volunteered to continue in this role for the time being.

Standard Celeration Society – VP of Membership

The VP of Membership is responsible for working with the President, Officers, and Board Members to recruit, manage, and retain members, and volunteers. The VP of Membership has growth of Membership as a top priority along with the recruitment and retention of volunteer members to help with and serve as “bench strength” for future Society leadership. Working especially with VPs of Communications/Publications and VP of Programs, the VP of Membership must aggressively seek to expand the membership of the Society beyond its current limited sphere, helping to envision and create marketing and recruitment messages and programs with that goal in mind.

The VP of Membership’s responsibilities can be divided into three categories:

Membership Recruitment and Management

- New members in each category
- Retained members in each category
- Reasons to join and maintain membership
- A compelling membership benefits description for each type of member, on web site and in PDF form
- Successful membership campaigns/programs for recruitment and retention
- Ideas for approval by the Board about possible ways of recruiting and retaining members

Volunteer Recruitment and Management

- Documented volunteer opportunities
- Standard volunteer application form
- Volunteer candidate applications in hand
- Volunteers in place and productive
- Volunteer terminations, as needed

Feedback and Record-keeping

- Up-to-date Membership records with contact information, payment, etc.
- Satisfaction ratings/feedback from members
- Satisfaction ratings/feedback from volunteers
- Satisfaction ratings/feedback from those with whom they work to volunteers
- Volunteer and Membership satisfaction reports for Officers and Board
- Volunteer records up-to-date – including projects, level of involvement, etc.
- Standard celebration charts of membership, volunteers, volunteer activity, etc.

Standard Celeration Society – *VP of Scientific & Academic Affairs*

The VP of Scientific and Academic Affairs is responsible for raising the Society's visibility with faculty in universities and researchers, managing relationships with scientific and academic colleagues in close collaboration with the President and other Officers and Board Members, and advancing the case for standard celeration charting and frequency-based research and application with journal editors, funding sources, possible sources of internships, etc. The primary objective for this role is to cultivate and catalyze relationships among people and organizations in scientific, academic, and scholarly fields and organizations that are or could be aligned with use of the standard celeration chart.

This role should evolve and expand over time, starting with the following short list of responsibilities in three categories:

Key Relationships

- Relationships with key university faculty and departments that support SCC/PT
- Relationships with academic journals able and willing to accept SCC publications
- Relationships with credentialing agencies to encourage/support value of SCC/PT
- Relationships with organizations representing influential consumers of services provided by SCS members, e.g., those representing ASD students and their families, corporate training and development organizations, etc.

Funding and Support

- List of SCC/PT-friendly research and training/internship funding sources
- Internships and other programs and support for graduate and undergraduate students pursuing research and application involving SCC/PT

Research and Publication Advice

- A network of volunteer research mentors and mentoring programs for graduate students and professors interested in pursuing SCC/PT research topics
- Updated list of publications and dissertations/theses involving SCC/PT ((contact Regina Claypool-Frey)
- Published (PDF on web site) list of researchers and academic departments that teach, support, and allow use of SCC

Standard Celeration Society – VP of Communications/Publications

The VP of Communications/Publications is the chief wordsmith and message manager of the Society. With detail-oriented attention to both the form and the content of all SCS communications, the VP of Communications/Publications works with the Board and other Officers to ensure we put out messages and documents that are consistent, professional, compelling, and attractive. This is a big job and will require a combination of editorial skill and customer-focused marketing communication. There are at least the following major responsibilities for this role, not all of which will require constant attention and much of which will require coordination/collaboration with other Officers and Board Members:

Organizational Identity

- Consistent and attractive logo and tag lines
- Letterhead and other templates for communications outside and within the SCS

Online Communication Vehicles

- A functional, effective web site that satisfies its users and attracts newcomers
- Updated Facebook page
- Email templates and timely communications for use by Officers and Board

Publications

- Newsletters and/or blog posts for updating members and non-members
- Recruiting messages and offers created and distributed in collaboration with the VP of Membership
- Annual Conference Program created with volunteers and the Program VP

Marketing Communication

- Content/messages/documents targeted for specific audiences and purposes to attract interest, deliver a compelling value proposition, and appeal to specific types of potential members, volunteers, etc.

Policy and Procedure Documentation

- Templates or formats for written policy and procedure documentation
- Written policy, procedure, and guidance documents following templates or standards created in collaboration with other Officers or Board Members, and approved by appropriate Officers and/or Board
- Updates for such documents (e.g., for Conference Manual)

Standard Celeration Society – VP of Programs

The VP of Programs is ultimately responsible for our annual conference, and for coordinating volunteers to create and deliver other possible programs to recruit and retain members (e.g., podcasts, webinars, etc.). Working closely with other Officers and the Board, the VP of Programs will work to continuously improve the value we deliver to our members and the value proposition we offer to potential new members. The VP of Programs will work closely with the local Conference Manager whom we will recruit on an annual basis to run our conference, and who will report to the VP of Programs. Here is a list of major responsibilities for the VP of Programs, for which more detail is certainly possible and could benefit future people in this position:

Successful IPTC (in collaboration with Conference Manager)

- Approved IPTC Plan and Budget
- IPTC location/venue secured
- IPTC Program Manager and Committee ready to go
- Program sessions/speakers
- Conference staff assignments
- Successful conference marketing campaigns and materials

Conference Documentation

- Conference program materials ready to go
- Conference Manual updated yearly to include new best practices/insights
- Written Conference Report to Board

Additional Programs

- Additional programs and offerings designed to recruit and retain members

Productive Relationship with Conference Manager / Committee

- Jointly responsible for achieving project milestones for Conference

Note: Rick Kubina has volunteered to continue in this role for the time being.

Standard Celeration Society – Board Member

The SCS Board has been created to serve in an advice and consent role that is separate from the Officers of the Society. While individual Board Members will be recruited and assigned based on their individual areas of knowledge, experience, etc., here is a list of the contributions they will be expected to make during their tenure on the Board. These “contributions” might come in the form of suggestions or recommendations, hands-on-work of various kinds, informal opinions for discussion, or formal votes about key decisions or policies – depending on the situation.

- Contributions to annual strategic goals / priorities
- Contributions to strategic decisions
- Contributions to selection of conference location and manager
- Contributions to funding decisions
- Contributions to By-Laws and Revisions
- Contributions to policy and procedure documents, and approval of them
- Contributions to decisions about sponsored mentorships
- Productive individual mentees who report to them in support of the Board
- Recommendations to Officers based on specific areas of expertise/experience

Note: Given that the SCC community has a history somewhat resembling the proverbial group of Rabbis where there are sometimes more opinions than there are participants in a discussion, we will probably need to refine our guidelines for how the Board works, its authority, when it votes on advice versus binding decisions, etc. Otherwise we may never get beyond the discussion stage on many important issues. This list is just a beginning. We might want to develop some more directive rules about how the Board operates.