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OFFICER GUIDELINES: CHAIR

QUALIFICATIONS AND TERM OF OFFICE

Voting member of SERA who is not a member of the Nominations Committee. Must become a voting member of RC-AAM and SEMC upon election.

Must be willing and able to attend national and regional meetings.

Term of office is for two years. No more than two consecutive terms as Chair shall be served, and Chair shall not serve concurrently in more than one office during a term. The term of office shall begin immediately following the business meeting at which new officers are announced.

RESPONSIBILITIES

Direct SERA's activities to meet goals and objectives of SERA Long-Range Plan.

Preside at all SERA meetings and prepare a written agenda for such meetings. Prepare a written report of the year's activities for presentation at the SERA and RC-AAM annual business meetings, and a mid-year written report for RC-AAM.

Serve as the region's representative to the Executive Board of RC-AAM, serve on the SEMC Affinity Committee, and serve as an ex-officio member of the SERA Executive Board for two years after completion of the term of Chair.

Appoint, in consultation with other officers, all State Representatives and Committee Chairs as needed.

Appoint, in consultation with other officers, replacements for offices vacated during the term, except those vacated during the final six months of the term, when no replacement is necessary.

Have files and sections of the Operation Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review SERA Long-Range Plan and direct SERA's activities to meet goals and objectives.

Review predecessor's files and Operations Manual. Review RC-AAM Operations Manual and make available to other SERA officers as needed.

Establish working knowledge of “Robert’s Rules of Order Newly Revised.”

Appoint, in consultation with Executive Board, both permanent and temporary Committee Chairs as needed. Ensure that all officers and chairs carry out assignments and provide advice and assistance when necessary. Adjust Nag Schedule as needed.

Send reports and other material to SERA Communications Chair in an orderly and timely manner for inclusion in SERA newsletter. Send material for interim reports to SERA Secretary for distribution to membership as needed.

Prepare annual report, and attend RC-AAM Executive Board and annual business meetings held in conjunction with AAM conference each Spring. Provide RC-AAM with semiannual progress reports and other reports as required. Submit any proposed RC-related project budget to RC Treasurer for review prior to annual RC-AAM Executive Board meeting.

Confirm arrangements with SEMC for annual SERA business meeting held in conjunction with SEMC annual meeting each fall.

Prepare written agenda and annual report, and preside at SERA annual business meeting held in conjunction with SEMC annual meeting each fall. Submit own proposed annual budget and special projects budget to Treasurer for review prior to SERA annual business meeting.

Attend annual business meetings of SEMC Affinity Committee held in conjunction with SEMC annual meeting. Provide SEMC Affinity Committee with reports as required.

During second year of term, appoint Chair of Nominating Committee and ensure that nominating procedure and deadlines conform to SERA Bylaws.

Submit all budgeted, documented expenses to SERA Treasurer in a timely manner.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.

OFFICER GUIDELINES: VICE-CHAIR

QUALIFICATIONS AND TERM OF OFFICE

Voting member of SERA who is not a member of the Nominations Committee.

Term of office is for two years. No more than two consecutive terms as Vice-Chair shall be served, and Vice-Chair shall not serve concurrently in more than one office during a term. The term of office shall begin immediately following the business meeting at which new officers are announced.

RESPONSIBILITIES

Appoint and direct Program Committee to meet goals and objectives of SERA Long-Range Plan.

Preside at SERA meetings in the absence of Chair and fill the vacancy should Chair be unable to serve full term of office.

Supervise the Programs Committee and assist in preparation of programs for the annual meeting. Assist Chairs of SERA-sponsored workshops, seminars and presentations aside from those at annual meeting.

Prepare a written report on the year's activities to be presented at the annual business meeting.

Have files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review predecessor's files and Operations Manual. Review RC-AAM Operations Manual for examples of other regional Program Committee activities and procedures. Consult with RC Programs Subcommittee Chairperson regarding professional standards in forms, procedures and other topics as needed.

Assist SERA Chair with selection and appointment of Programs Committee Chair. Create schedule, assign tasks and ensure that deadlines set for review and completion are met.

Review SERA Long-Range Plan, appoint and direct Program Committee to meet goals and objectives.

Establish working knowledge of “Robert’s Rules of Order Newly Revised.”

Solicit session and workshop proposals from Programs Chair and membership at large, with sensitivity towards topics of compelling interest to membership, and needs of varied museum disciplines and sizes. Send copies to SERA Chair for review.

Submit 3-5 strong session proposals and one workshop proposal for SEMC annual meeting. Direct Programs Committee to finalize topics, moderator, speakers, budget and all arrangements in conjunction with SEMC Program Committee. Organize SERA component of SEMC Marketplace of Ideas, when appropriate.

Develop and distribute evaluation form for membership to critique recent SEMC/SERA sessions and workshop.

Ensure that other SERA-sponsored special Program Committee Chairs carry out assignments and provide advice and assistance when necessary. Adjust Nag Schedule as needed.

Send reports and other material to SERA Communications Chair in an orderly and timely manner for inclusion in SERA newsletter. Send material for interim reports to SERA Secretary for distribution to membership as needed.

Provide SERA Chair and RC-AAM with semiannual progress reports and other reports as required. Submit any proposed RC-related program budget to SERA Executive Board for review prior to submission to RC Treasurer.

Prepare written annual report for presentation at SERA business meeting, held in conjunction with SEMC annual meeting each fall. Submit own proposed annual budget and special program and projects budgets to Treasurer for review prior to SERA annual business meeting.

Attend as many SERA-sponsored SEMC sessions as possible, and arrange for people to take notes at each session for published reports in the newsletter.

Submit all budgeted, documented expenses to SERA Treasurer in a timely manner.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.

OFFICER GUIDELINES: SECRETARY

QUALIFICATIONS AND TERM OF OFFICE

Voting member of SERA who is not a member of the Nominations Committee.

Term of office is for two years. No more than two consecutive terms as Secretary shall be served, and Secretary shall not serve concurrently in more than one office during a term. The term of office shall begin immediately following the business meeting at which new officers are announced.

RESPONSIBILITIES

Assist or facilitate projects organized by SERA officers and/or Committees to meet goals and objectives of SERA Long-Range Plan.

Conduct correspondence, record minutes of all SERA meetings and provide a copy for submission in SERA newsletter.

Maintain SERA records, which include minutes of all meetings, summaries of workshops and sessions presented, examples of any SERA publications, copies of all newsletters, and the annual reports of officers.

Prepare, Distribute and tally ballots for election of officers and amendment of Bylaws, and announce results of such voting to membership.

Prepare a written report on the year's activities to be presented at the annual business meeting.

Have files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review predecessor's files and Operations Manual. Review RC-AAM Operations Manual for description of office as held by other regional registrars committees.

Assist SERA Chair with selection and appointment of Nominations Committee. Create schedule, assign tasks and ensure deadlines for review and completion are met.

Review SERA Long-Range Plan, assist or facilitate projects organized by SERA officers and/or committees to meet goals and objectives.

Establish working knowledge of “Robert’s Rules of Order Newly Revised.”

Attend all SERA meetings if possible and record minutes of the proceedings. If unable to attend, delegate the responsibility to another officer for meetings of the Executive Committee, and to any voting member of SERA for general meetings.

Collect and preserve minutes of all meetings, summaries of workshops and sessions presented, examples of any SERA publications, copies of all newsletters, and annual reports of officers, and any other material related to SERA’s development and activities. Ensure SERA archival materials from previous terms are secure and protected from disarray or deterioration.

Distribute individual written ballots for election of new officers to the voting membership; tally all returned ballots; bring ballots to annual business meeting for verification; and announce election results at annual business meeting.

Distribute individual written ballots for Bylaws revision to the voting membership; tally all returned ballots; bring ballots to annual business meeting for verification; announce voting results at annual business meeting.

Send final, approved election results, Bylaws revisions, reports and other material to SERA Communications Chair in an orderly and timely manner for inclusion in SERA newsletter.

Send interim reports to membership or conduct other correspondence as needed by Executive Board.

Provide SERA Chair and RC-AAM with semiannual progress reports and other reports as required. Submit any proposed RC-related program budget to SERA Executive Board for review prior to submission to RC Treasurer.

Prepare written annual report for presentation at SERA annual business meeting held in conjunction with SEMC annual meeting each fall. Submit own proposed annual budget and special program and project budgets to Treasurer for review prior to SERA annual business meeting.

Submit all budgeted, documented expenses to SERA Treasurer in a timely manner.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.

OFFICER GUIDELINES: TREASURER

QUALIFICATIONS AND TERM OF OFFICE

Voting member of SERA who is not a member of the Nominations Committee. Must have access to and be able to operate a computer which will run accounting software.

Term of office is for two years. No more than two consecutive terms as Treasurer shall be served, and Treasurer shall not serve concurrently in more than one office during a term. The term of office shall begin immediately following the business meeting at which new officers are announced.

RESPONSIBILITIES

Assist or facilitate projects organized by SERA officers and/or committees to meet goals and objectives of SERA Long-Range Plan.

Maintain all SERA accounts, prepare and submit an annual budget to the Executive Board and membership.

Keep a detailed account of all receipts and expenditures, indicating sources of funds and expenditures.

Prepare written financial reports for SERA annual business meetings and submit biannually to SEMC Treasurer.

Work closely with SERA Development Committee in fundraising activities.

Initiate and implement membership and renewal drives, maintain current membership list, and coordinate distribution of mailing labels and the membership list to Communications Chair, State Representatives, and others as needed.

Produce membership directory bi-annually.

Maintain records of publication sales, and ship publications as needed.

Prepare a written report on the year's activities to be presented at the annual business meeting.

Have files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review predecessor's files and Operations Manual. Review RC-AAM Operations Manual for description of office as held by other regional registrars committees.

Review SERA Long-Range Plan, assist or facilitate projects organized by SERA officers and/or committees to meet goals and objectives.

Establish working knowledge of "Robert's Rules of Order Newly Revised."

Establish and/or maintain appropriate checking and savings accounts for SERA funds.

Work closely with SERA Development Committee to identify and maximize appropriate investment and product development opportunities.

Strive to maintain membership levels and promote the goals of SERA.

Work with State Representatives to contact renewable members. Send persuasive notice to members via mail or newsletter encouraging them to renew membership. Send current membership cards to those who respond, and firm reminder to those who do not respond. Encourage membership in RC-AAM as well.

Actively recruit new members through State Representatives and other means. Send membership card, Bylaws, Long-Range Plan and all of the current year's mailings to date to new members. Encourage membership in RC-AAM as well.

Maintain current membership list, and coordinate distribution of mailing labels and the membership list to Communications Chair, State Representatives, and any users outside SERA as authorized by Executive Board.

Produce an accurate, up-to-date membership directory bi-annually and distribute to all members.

Receive payments for SERA publications, maintain sales records, send invoices when appropriate, ship out publications as needed.

Reimburse SERA officers, Committee Chairs, State Representatives and others for necessary and ordinary expenses in timely manner as provided by annual budget. Expenses not provided by annual budget or in excess of annual budget shall be pre-approved by Chair in consultation with other officers.

Send reports and other material to SERA Communications Chair in an orderly and timely manner for inclusion in SERA newsletter. Send material for interim reports to SERA Secretary for distribution to membership as needed.

Provide SERA Chair and RC-AAM with semiannual progress reports and other reports as required. Submit any proposed RC-related program budgets to SERA Executive Board for review prior to submission to RC Treasurer.

Prepare written annual report for presentation at SERA annual business meeting held in conjunction with SEMC annual meeting each fall.

Gather budget proposals from each officer, including own budget, and prepare annual budget proposal outlining all SERA expected costs and projected income for the following year, to be reviewed and updated by Executive Board prior to submission in writing to membership for approval at SERA annual business meeting.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.

OFFICER GUIDELINES: COMMUNICATIONS CHAIR

QUALIFICATIONS AND TERM OF OFFICE

Voting member of SERA who is not a member of the Nominations Committee. Must have access to and be able to operate a computer which will run software for word processing, preferably with typesetting (or desktop publishing) and graphics capabilities (revised 1993).

Experience in maintaining a website would be beneficial.

Term of office is for two years. No more than two consecutive terms as Communications Chair shall be served, and Communications Chair shall not serve concurrently in more than one office during a term. The term of office shall begin immediately following the business meeting at which new officers are announced.

RESPONSIBILITIES

Assist or facilitate projects organized by SERA officers and/or committees to meet goals and objectives of SERA Long-Range Plan.

May form a committee of SERA members, preferably representing museums of different disciplines, and including SERA State Representatives Coordinator.

Supervise the Publications Committee of SERA and gather and disseminate topical information to the membership of SERA in the form of a regular newsletter and other publications.

Prepare a written report on the year's activities to be presented at the annual business meeting.

Have files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review predecessor's files and Operations Manual. Review RC-AAM Operations Manual for description of office as held by other regional registrars committees.

Assist SERA Chair with selection and appointment of a Publications Chair as needed. Create schedule, assign tasks and ensure that deadlines set for review and completion are met.

Review SERA Long-Range Plan, assist or facilitate projects organized by SERA officers and/or committees to meet goals and objectives.

Establish working knowledge of “Robert’s Rules of Order Newly Revised.”

Establish and communicate well in advance firm deadlines for copy submission. Appoint SERA members to write summaries of SERA and registration-related SEMC and AAM sessions and workshops. Write copy, solicit, edit, and layout material from SERA officers, Committee Chairs, State Representatives, and other sources for timely inclusion in SERA newsletter.

Produce newsletter on a quarterly basis.

Delegate and manage typesetting, design, printing and assembly of newsletter and other publications in cost-effective manner.

Strive to communicate professionalism of SERA through rigorous editing of grammatical and spelling errors, compelling and comprehensible layout, and use of illustrations. Secure written permission in advance for use of copyrighted materials such as cartoons.

Obtain current mailing labels from SERA Treasurer for newsletter mailings. Submit invoices for printing and postage to Treasurer in timely manner for reimbursement.

Provide SERA Chair and RC-AAM with semiannual progress reports and other reports as required. Submit any proposed RC-related program budgets to SERA Executive Board for review prior to submission to RC Treasurer.

Prepare written annual report for presentation at SERA annual business meeting held in conjunction with SEMC annual meeting each fall. Submit own proposed annual budget and special project budgets to Treasurer for review prior to SERA annual business meeting.

Submit all budgeted, documented expenses to SERA Treasurer in a timely manner.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.

OFFICER GUIDELINES: DEVELOPMENT CHAIR

QUALIFICATIONS AND TERM OF SERVICE

Voting member of SERA who is not a member of the Nominations Committee. Should have working knowledge of vendors to registrars and ability to write grant proposals. Should have an understanding of underwriteable projects.

Term of office is for two years. No more than two consecutive terms as Development Chair shall be served, and Development Chair shall not serve concurrently in more than one office during a term. The term of office shall begin immediately following the business meeting at which new officers are announced (revised 10/97).

RESPONSIBILITIES

Actively pursue funding of projects organized by SERA officers and/or Committees to meet goals and objectives of SERA Long-Range Plan.

May form a committee of SERA members, preferably representing museums of different disciplines.

Solicit cash donations, in-kind services or grant funds for special projects such as workshops, publications or special products. Write grant proposals, monitor project progress, and ensure all support requirements are met and credits properly accorded.

Prepare a written report on the year's activities to be presented at the annual business meeting.

Have files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review predecessor's files and Operations Manual. Review RC-AAM Operations Manual for description of office as held nationally.

Review SERA Long-Range Plan, actively pursue funding of projects organized by SERA officers and/or committees to meet goals and objectives.

Work closely with SERA Executive Board to identify projects requiring funding. Obtain schedule and descriptions of projects from Committee Chairs as well as names of possible underwriters. Obtain budgets from Treasurer and write proposals.

Confirm with SERA Chair whether proposals shall go out under name of Chair or Development Officer. Follow up written proposals with telephone calls.

Provide SERA Executive Board and RC-AAM with semiannual progress reports and other reports as required. Write proposed RC-related program proposals for submission to RC Treasurer.

Work closely with SERA Treasurer, and keep a detailed account of all receipts and expenditures, indicating sources of funds and expenditures.

Determine how SERA proposes to credit or acknowledge each gift. Confirm an appropriate method of payment and credit line for publication with each donor. Monitor fulfillment of both. Write thank you letter to donor with copy to Chair, and to Communications Chair for acknowledgement in newsletter.

Ensure all grant requirements such as progress reports, are fulfilled and projects kept on schedule. If projects are behind schedule, extensions should be requested from granting agency.

Prepare a written report on the year's activities to be presented at the annual business meeting held in conjunction with SEMC annual meeting each fall. Submit own proposed annual budget and special project budgets to Treasurer for review prior to SERA annual budget meeting.

If unable to attend AAM conference or SEMC annual meeting, arrange for SERA Chair to welcome and meet with donors. Ensure donors are given verbal acknowledgement at SERA annual business meeting.

Submit all budgeted, documented expenses to SERA Treasurer in timely manner.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.

COMMITTEE CHAIR GUIDELINES: PROGRAMS

QUALIFICATIONS AND TERM OF SERVICE

Voting member of SERA who is not a member of the Nominations Committee. Preferably resides in or near the city in which SERA annual sessions and/or workshop takes place. Should have experience of organizing or participating in such programs on at least a state or regional level.

Appointed by SERA Chair in consultation with Executive Board. Multiple Chairs may be appointed on a project-specific basis as needed. No set term of office, may serve at the discretion of SERA Chair as long as willing and effective. Committee Chairs are encouraged to begin or end service during an odd-numbered year to ensure continuity during transition to new Executive Board each even year. May be invited to attend Executive Board meetings in an ad hoc, nonvoting capacity.

RESPONSIBILITIES

Under the direction of the Vice-Chair, may form a Programs Committee of SERA members, preferably representing museums of different disciplines, to assist with programs and projects.

Assist with preparation of programs for the annual meeting and other SERA-sponsored workshops, seminars and presentations aside from those an annual meeting.

Prepare a written report on the year's activities to be presented at the annual business meeting.

Have files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review predecessor's files and Operations Manual. Review RC-AAM Operations Manual for examples of other regional Program Committee activities and procedures.

Review SERA Long-Range Plan, appoint and manage Program Committee to meet goals and objectives.

Solicit session and workshop proposals for SEMC annual meeting and/or other programs and present them with identified speakers and proposed budgets to SERA Vice -Chair for approval and scheduling. Assist Vice-Chair with written verification of speakers, logistical arrangements, follow-up and thanks.

Send reports and other material to Vice-Chair in an orderly and timely manner for inclusion in SERA newsletter.

Provide SERA Chair and Vice-Chair with semiannual progress reports and other reports as required. Submit any proposed RC-related program budget to Vice-Chair for review and submission to RC Treasurer.

Prepare written annual report for presentation at SERA business meeting, held in conjunction with SEMC annual meeting each fall. Submit own proposed annual budget and special program and project budgets to Vice-Chair for review prior to SERA annual business meeting.

Submit all budgeted, documented expenses to SERA Vice-Chair in timely manner.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.

COMMITTEE CHAIR GUIDELINES: PUBLICATIONS

QUALIFICATIONS AND TERM OF SERVICE

Voting member of SERA who is not a member of the Nominations Committee. Must have access to and be able to operate a computer which will run software for word processing, preferably with typesetting (or desktop publishing) and graphics capabilities.

Appointed by SERA Chair in consultation with Executive Board. No set term of office, may serve at the discretion of SERA Chair as long as willing and effective. Committee Chairs are encouraged to begin or end service during an odd-numbered year to ensure continuity during transition to new Executive Board each even year. Multiple Chairs may be appointed on a project-specific basis as needed. May be invited to attend Executive Board meetings in an ad hoc, nonvoting capacity.

RESPONSIBILITIES

Assist or facilitate projects organized by SERA officers and/or committees to meet goals and objectives of SERA Long-Range Plan.

At the discretion of the Communications Chair, may assist with a specific SERA-sponsored publication project, or may assist with coordination of all SERA-sponsored publications.

Under the direction of the Communications Chair, may form a Publications Committee of SERA members, preferably representing museums of different disciplines, to assist with specific publication projects such as handbooks, directories and other SERA-sponsored published materials.

Under direction of Communications Chair, gather and disseminate topical information to the membership of SERA in the form of a regular newsletter.

Prepare a written report on the year's activities to be presented at the annual business meeting.

Have files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review predecessor's files and Operations Manual. Review RC-AAM Operations Manual for description of office as held by other regional registrars committees.

Review SERA Long-Range Plan, assist or facilitate projects organized by SERA officers and/or Committees to meet goals and objectives.

Under direction of Communications Chair, coordinate and oversee SERA-sponsored publication project. Identify authors, designers, publishers. Help prepare publication budget. Establish and communicate firm deadlines for copy submission and edits.

Under direction of Communications Chair, delegate and manage typesetting (or desktop publishing), design, printing and assembly in a cost-effective manner. Strive to communicate professionalism of SERA through rigorous editing of grammatical and spelling errors, compelling and comprehensible layout, and use of illustrations. Secure written permission in advance for use of copyrighted materials such as cartoons.

Obtain current mailing labels from SERA Treasurer for mailings. Submit invoices for printing and other costs to Treasurer in timely manner for reimbursement. Expenses submitted shall be within budget and approved by Communications Chair.

Provide SERA Chair and Communications Chair with semiannual progress reports and other reports as required. Submit any proposed RC-related program budgets to SERA Executive Board for review prior to submission to RC Treasurer.

Prepare written annual report for presentation at SERA annual business meeting held in conjunction with SEMC annual meeting each fall. Submit own proposed annual budget and special project budgets to Treasurer for review prior to SERA annual business meeting.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.

COMMITTEE CHAIR GUIDELINES: NOMINATIONS

QUALIFICATIONS AND TERM OF SERVICE

Voting member of SERA who is not a current officer.

Appointed by SERA Chair in consultation with Executive Board. No set term of office, may serve at the discretion of SERA Chair as long as willing and effective. Committee Chairs are encouraged to begin or end service during an odd-numbered year to ensure continuity during transition to new Executive Board each even year. May be invited to attend Executive Board meetings in an ad hoc, nonvoting capacity.

RESPONSIBILITIES

Ensure that SERA elections for office are conducted in accordance with the Bylaws of the association.

Prepare a written report on the year's activities to be presented at the annual business meeting.

Have files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review predecessor's files and Operations Manual. Establish working knowledge of SERA Bylaws and "Robert's Rules of Order Newly Revised."

Select at least two other SERA non-officer Individual members in good standing as Nominations Committee members. As far as possible, Committee members shall represent different states and institutions of different disciplines.

Direct Nominations Committee to prepare a slate consisting of at least one candidate (preferably more than one) for each SERA office. As far as possible, candidates shall represent different states and institutions of different disciplines. Candidates shall not be current members of Nominations Committee.

Ensure that prospective candidates are fully aware of the responsibilities of office by mailing copies of current Bylaws and Operations Manual position descriptions.

The Committee shall confirm the eligibility and obtain the written consent of all candidates. The Committee shall obtain reasonable assurance from candidates

for Chair of their ability to attend national and regional meetings, and confirm the technical ability of candidates for Treasurer and Communications Chair to manage the membership data base and newsletter production in an efficient, professional manner.

Accept additional nominations by letter up to, but no later than, four months prior to the annual business meeting, provide such nominations are for Individual SERA members in good standing who have agreed in writing to be nominated.

Assist Secretary with distribution of individual written ballots to the voting membership at least six weeks prior to the annual meeting. Ballots should be numbered or otherwise marked to ensure only one qualified ballot per voting member is counted.

Ensure ballots are clearly marked for return to the SERA Secretary, who shall tally and announce results. Secretary will bring ballots to annual business meeting for verification by Nominations Chair (if present) and SERA Chair.

Provide SERA Chair and Secretary with semiannual progress reports and other reports as required. Prepare written annual report for presentation at SERA business meeting, held in conjunction with SEMC annual meeting each fall.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.

COMMITTEE CHAIR GUIDELINES: STATE REPRESENTATIVES **COORDINATOR**

QUALIFICATIONS AND TERM OF SERVICE

Voting member of SERA who is not a current officer.

Appointed by SERA Chair in consultation with Executive Board. No set term of office, may serve at the discretion of SERA Chair as long as willing and effective. Committee Chairs are encouraged to begin or end service during an odd-numbered year to ensure continuity during transition to new Executive Board each even year. May be invited to attend Executive Board meetings in an ad hoc, nonvoting capacity.

RESPONSIBILITIES

Liaise between SERA Executive Board and State Representatives.

Prepare a written report on the year's activities to be presented at the annual business meeting.

Have files and sections of the Operations Manual in order and ready to pass along to new officers at the conclusion of the annual business meeting at which the new officers are announced.

PROCEDURES

Review predecessor's files and Operations Manual. Review SERA Long-Range Plan, work with SERA Executive Board to meet goals and objectives.

Under direction of SERA Chair, ensure each state in the twelve-state SEMC region (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia) is represented by a voting SERA member who is willing and able to facilitate communication throughout the membership and between members and SERA Executive Board.

With each State Representative, provide SERA Communications Chair with newsletter material and assist with distribution of notices and publications; assist with periodic surveys of the membership; disseminate information about SERA within each state; encourage participation in SERA-sponsored activities.

With each State Representative, provide the Treasurer names of prospective new members. Ensure each State Representative serves as liaison with their

state museum organization, and provides other services to SERA as requested by the Chair.

Provide SERA Chair and Communications Chair with semiannual progress reports and other reports as required. Prepare written annual report for presentation at SERA business meeting, held in conjunction with SEMC annual meeting each fall.

Facilitate transition to new officers of SERA. Update Operations Manual and Nag Schedule. Prepare files for transfer to new officers at the conclusion of the annual business meeting at which the new officers are announced.