SOJ Job Descriptions
Updated 2008

Archivist (Appointed)

Description: Management of SOJ's archival records.

Tasks & Responsibilities:
1. Identifies records to be archived;
2. Secures documents and stores in archival location under prescribed storage methods - at least annually;
3. Maintains a current inventory of all items in the archives;
4. Inventories archives annually
5. Keeps membership informed about how to access archives;

Prerequisites & Skills:
1. Organized
2. Computer skills (desirable)

Monthly Commitment: 3-12 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting
Job Descriptions

Business Meeting Moderator (Elected)

Description: Maintains the decorum at SOJ's Business Meeting and Annual Meeting using modified Robert's Rules of Order.

Tasks & Responsibilities:
Monthly Business Meetings -
1. Reserves meeting room;
2. Coordinates refreshments;
3. Sets the agenda and insures that it is adhered to;
4. Recognizes speakers and insures that everybody who wants to speak on subject has an opportunity to speak;
5. Ensures proper procedures are followed per SOJ Operating Procedures (old Bylaws), SOJ policies and modified Robert's Rules of Order;
6. Adjourns the meeting in a timely manner;
7. Sets the calendar and maintains master calendar;
8. Supervises: Recording Secretary

Annual Meeting -
1. Coordinates the annual elections and conducts the Annual Meeting;
2. Reserves the meeting room;
3. Insures that proper election procedures are followed;

Prerequisites & Skills:
1. Organized
2. Ability to remain impartial
3. Familiarity with Robert's Rules of Order
4. Good communication skills

Monthly Commitment: 4-6 hours

Attendance at Business Meetings: Monthly

Reports to: Business Meeting
Cashier (Appointed)

Description: Performs collection of funds at SOJ events.

Tasks & Responsibilities:
1. Attends organizational functions where fees or dues are collected (2-4 per month) and collects fee from attendees;
2. Obtains a list of "special guests"/"comps" from Program/Social Activities Director;
3. Obtains a current membership list from the Membership Secretary then verifies the membership status of all attendees prior to admitting members to events;
4. Insures the confidentiality of guests by keeping the membership list secure(OT-01 or OT-02);
5. Records the number of members, guests of members, officers and presenters / "special guests" in attendance at each event (OT-01 or OT-02);
6. Reconciles money collected with number of attendees - obtains a second verification of monies collected (from a Janus officer), prior to leaving the event (OT-01 or OT-02);
7. Transfers money and the attendance log to the Treasurer at the end of each event.

Prerequisites & Skills:
1. Mathematics
2. Organized

Monthly Commitment: 2-6 hours

Attendance at Business Meetings: None
Required Attendance: Programs, Parties

Reports to: Treasurer
Job Descriptions

Communications Secretary (Elected)

Description: Manages SOJ’s Hotline, e-mail (janus@soj.org) and postal mail.

Tasks & Responsibilities:
1. Responds to, or forwards as appropriate (to Membership, Orientation, etc.), member and non-member inquiries about general information, Orientation procedures, requests for membership, and community resources (20-40 items per month);
2. Gives Hotline password to the Membership and Orientation Secretaries;
3. Changes the Hotline password at least annually by June 15th;
4. Recommends an annual budget for communications;
5. Presents an annual report at the Annual Meeting.

Prerequisites & Skills:
1. Good communication skills
2. Pleasant phone demeanor and voice
3. Vigilant
4. Computer with e-mail and Internet (web) access

Monthly Commitment: 10-15 hours

Attendance at Business Meetings: Monthly

Reports to: Business Meeting
Coordinator (Elected)

Description: Sets the direction for the organization and assists in having things run smoothly.

Tasks & Responsibilities:
1. Finds replacement staff or fills in for other officers who are unable to perform their duties;
2. Gives direction & guidance to other officers;
3. Monitors job performance of officers to insure tasks are being adequately performed;
4. Arbitrates problems within and outside of the organization;
5. Insures that all rules and regulations at SOJ event locations are enforced;
6. Organizes and conducts the New Officers' Orientation Meeting;
7. Presents an annual report on the organization's activity at the Annual Meeting;
8. Serves on the Scholarship Committee;
9. Keeps master list of organizations with reciprocal agreements and makes recommendations to make changes to the list;
10. Coordinates Outreach Functions.

Prerequisites & Skills:
1. Managerial talent
2. Diplomacy
3. Community awareness
4. Leadership skills
5. Good Communications skills

Monthly Commitment: 5-15 hours

Attendance at Business Meetings: Monthly

Reports to: Business Meeting
Events Line Secretary (Appointed)

Description: Records a calendar of upcoming events of interest to members of SOJ.

Tasks & Responsibilities:
1. Scripts and records on SOJ’s voicemail (Events Line) a calendar of upcoming events;
2. Coordinates calendar with Rapid Release Volunteer;
3. Make changes to Events line when emerging changes occur;
4. Book venues as requested by event directors.

Prerequisites & Skills:
1. Clear and pleasant phone voice
2. Access to a telephone
3. Community awareness

Monthly Commitment: 5-7 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting
Job Descriptions

Growing Pains Editor (Elected)

Description: Produces monthly newsletter containing a calendar of events, fiction and non-fiction stories and articles, and information on community issues.

Tasks & Responsibilities:
1. Publishes the monthly newsletter
2. Collects letters, stories, non-fiction, art, classified advertisements and other information for publication;
3. Collects event information for the monthly calendar (Rapid Release);
4. Sets deadlines for article and information submission; sets date for monthly Stuff & Lick;
5. Prepares the newsletter layout;
6. Coordinates the newsletter printing; insures that the appropriate number of issues are printed; ensures timely delivery of the newsletter to/from the printer.
7. Supervises: Stuff & Lick Manager; Stuff & Lick volunteers; Rapid Release volunteer;
8. Makes a recommendation to the Treasurer on annual budget for Growing Pains;
9. Presents an annual report on the organizations activity at the Annual Meeting;
10. Serves on the "comp" committee (reviews applications from individuals or companies requesting complimentary copies of the newsletter).

Prerequisites & Skills:
1. Computer/typing skills
2. Layout/desktop publishing experience
3. Organizational skills
4. Community awareness

Monthly Commitment: 30-50 hours

Attendance at Business Meetings: Monthly
Required Attendance: Stuff and Lick

Reports to: Business Meeting
Job Descriptions

**Librarian (Appointed)**

Description: Management of SOJ's lending library.

Tasks & Responsibilities:
1. Identifies books, periodicals and other materials which would benefit members' educational pursuits;
2. Makes recommendations to the Business Meeting regarding the purchase of such materials;
3. Maintains a current inventory of library materials available for lending;
4. Develops and maintains a system of procedures to secure the return of loaned materials;
5. Insures that all library materials are stored in a secure place;
6. Makes the SOJ library available to the membership;
7. Make recommendation for a budget for library materials

Prerequisites & Skills:
1. Organized
2. Computer skills (desirable)

Monthly Commitment: 3-12 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting
Job Descriptions

Membership Secretary (Elected)

Description: Performs membership administrative functions. Protects membership information and insures confidentiality of all members.

Tasks & Responsibilities:
1. Updates membership records to reflect additions and changes (2-3 times a month);
2. Creates membership cards and mails to members (once a month);
3. Produces a membership activity report for the monthly newsletter (once a month);
4. Produces mailing labels for newsletter distribution (once a month);
5. Produces an alphabetical membership roster for membership verification at Janus programs (twice a month);
6. Takes Hotline reservations for parties and produces a RSVP/membership verification list (4-6 times a year);
7. Informs the Postmaster of the current mailing count prior to the Stuff and Lick (once a month);
8. Maintains appropriate computer back-up procedures (ongoing);
9. Produces and distributes membership renewal notices (once a month);
10. Provides a list of current membership numbers to the SOJ "E-Mail List Manager" (once a month);
11. Serves on the Scholarship and "Comp" committees (as needed);
12. Presents a report to the members at the Annual Meeting (once a year);
13. Makes a recommendation to the Treasurer for an annual budget for membership materials (once a year);
14. Screens members calls on the Hotline for membership information (address changes, etc) and responds as necessary (3-4 times a week).

Prerequisites & Skills:
1. Computer and printer
2. Experience with database and word processing software
3. Interpersonal skills
4. Organizational skills

Monthly Commitment: 20 hours

Attendance at Business Meetings: Monthly
Required Attendance: Stuff and Lick

Reports to: Business Meeting
Job Descriptions

**Mentor Director** (Appointed)

Description: Oversees and manages the SOJ Mentoring program

Tasks & Responsibilities:
1. Support SOJ Operating Procedures and policies;
2. Actively solicit members for mentoring roles;
3. Make potential newcomers aware of mentor program by regularly attending orientations;
4. Match protégés with appropriate mentors;
5. Monitor mentor behavior for inappropriate or exploitative behavior. Use discretion to drop members from mentoring program.

Prerequisites & Skills:
1. Good communication skills

Monthly Commitment: 10 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting
Job Descriptions

**Munch Director** (Appointed)

Description: Create social environments where BDSM community regulars can get together and network, and new people can be introduced to more experienced people in a casual, low-pressure environment.

Tasks & Responsibilities:
6. Maintain a list of people and organizations (including GP Editor and SOJ e-mail list) to contact and send monthly notification of munch information;
7. Manage venue/s for SOJ munch/es;
8. In conjunction with the Outreach Director, manage promotional materials regarding munch/es;
9. May be involved in helping to coordinate information with other Munch groups including scheduling and dissemination of information.

Prerequisites & Skills:
3. Excellent interpersonal skills
4. E-mail

Monthly Commitment: 3-6 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting
Orientation Director (Elected)

Description: Conducts monthly Orientation meetings

Tasks & Responsibilities:
1. Schedules the date and location of the monthly Orientation Meeting;
2. Reserves the meeting room and insures that all the rules and regulations required by the event site management are enforced;
3. Identifies, contacts and educates guest presenters on SOJ Orientation policies and procedures;
4. Provides approved materials and information for participants;
5. Coordinates refreshments;
6. Recommends to Treasurer an annual budget for Orientations.

Prerequisites & Skills:
1. Organized
2. Communication skills

Monthly Commitment: 3-6 hours

Attendance at Business Meeting: Quarterly
Required Attendance: Orientations

Reports to: Business Meeting
Job Descriptions

**Orientation Secretary** (Appointed)

Description: Performs secretarial duties for Orientation.

Tasks & Responsibilities:
1. Schedules orientees for the Orientation meeting and mails their initial packet with invitation, directions, Don M. document and sample GP;
2. Produces a roster of invited guests for Orientation, noting which Orientees attended are therefore eligible for membership;
3. Attends the monthly Orientation Meeting and records and collects orientees' invitations and any fees owed;
4. Verifies membership and records/logs SOJ members who attended the Orientation Meeting;
5. Mails out membership applications, a copy of bylaws and free program passes to the orientees who completed the Orientation;
6. Reports the total attendance to the monthly Business Meeting;
7. Presents an annual report on attendance at the Annual Meeting;
8. Makes recommendation to Treasurer on annual budget for Orientation and membership application material costs.

Prerequisites & Skills:
1. Organized
2. Computer and printer
3. Experience with database and word processing software (preferred)

Monthly Commitment: 4-10 hours

Attendance at Business Meetings: Quarterly
Required Attendance: Orientations

Reports to: Business Meeting
Outreach Director (Appointed)

Description: Arrange/maintain SOJ presence in community events and publications to attract new members and keep public informed.

Tasks & Responsibilities:
1. Arranges SOJ’s participation in Gay Day;
2. Arranges SOJ’s participation in the Folsom Street Fair;
3. Recommends to the Treasurer an annual budget for Outreach Activities;
4. Arranges SOJ’s participation in other appropriate events approved by the Business Meeting;
5. Maintains SOJ's presence in the community via media, retail establishments and other clubs' source guides;
6. Keeps the membership informed of Outreach events by publishing information in the newsletter;
7. Maintains sufficient quantities of approved promotional materials, supplies and equipment;
8. Insures that all rules and regulations required by event site management are enforced;
9. Reports to the Business Meeting on the results of all Outreach events;
10. Serves on the "Comp" committee (reviews applications from individuals or companies requesting complimentary copies of the newsletter).
11. Supervises Webmaster

Prerequisites & Skills:
1. Communications skills
2. Organized
3. Computer & e-mail access

Monthly Commitment: 0-30 hours

Attendance at Business Meetings: Quarterly

Reports to: Business Meeting
Job Descriptions

**Postmaster** (Appointed)

Description: Perform all duties regarding postal functions

Tasks & Responsibilities:
1. Picks-up mail at the SOJ Post Office Box (4-7 times a week);
2. Opens all mail; removes and logs all money (cash, checks and money orders) and forwards it to the Treasurer (4-7 times a week);
3. Distributes mail to SOJ's officers (2-4 times a month);
4. Provides adequate postage to the Stuff & Lick (contacts the Membership Secretary prior to the S&L to obtain current membership number);
5. Insures access to the Post Office Box by delivering a second key to the Treasurer at the beginning of each term.

Prerequisites & Skills:
1. Organized

Monthly Commitment: 5-8 hours

Attendance at Business Meeting: Monthly

Reports to: Business Meeting
Program Director (Elected)

Description: Plan, schedule and present educational programs to the members.

Tasks & Responsibilities:
1. Locates program space and contracts with the site management;
2. Insures that all rules and regulations required by the event site management are enforced;
3. Schedules programs at least 2-3 months advance;
4. Solicits program presenters and sends out confirmation letters;
5. Introduces the program presenter(s) and makes announcements at the beginning of each program event including SOJ confidentiality policy;
6. Supervises the set-up/clean-up of rented program space;
7. Provides the Rapid Release volunteer (or Growing Pains Editor) with descriptions of SOJ programs for inclusion in the monthly newsletter's calendar of events;
8. Produces a list of "special guests", presenters and other passes for the Cashier;
9. Recommends to Treasurer an annual budget for programs;
10. Presents an annual report on the organization's activity at the Annual Meeting;
11. Supervises Doorkeeper/Greeter at Programs.

Prerequisites & Skills:
1. Communication
2. Imagination
3. Community contacts
4. Public Speaking

Monthly Commitment: 10-20 hours

Attendance at Business Meetings: Monthly
Required Attendance: Programs

Reports to: Business Meeting
Job Descriptions

**Recording Secretary (Elected)**

Description: Records the minutes at Business Meetings and the Annual Meeting.

Tasks & Responsibilities:
1. Records all motions and significant discussions at the monthly Business Meeting and the Annual Meeting;
2. Submits the minutes for approval at the subsequent Business Meeting;
3. Provides the GP Editor with a copy of the approved minutes for publication in the monthly newsletter;
4. Maintains a current notebook (brought to all Business Meetings) which contains the following: copies of all Business Meeting minutes for the current term, copies of all handouts submitted with all motions and/or significant discussions during the current term, a copy of the current Policies and Procedures through the end of the prior term, and a copy of the Operating Procedures;
5. Archives copies of the current year's minutes at the end of his/her term and updates the current policies and procedures log to reflect all changes approved during his/her term;
6. Prepare material for special mailings to members (i.e. Operating Procedure changes)

Prerequisites & Skills:
1. Organized
2. Typing/word-processing
3. Written communication skills
4. Computer and printer
5. Access to e-mail (preferred)

Monthly Commitment: 3-5 hours

Attendance at Business Meetings: Monthly

Reports to: Business Meeting Moderator
Social Activities Director (Elected)

Description: Plans and organizes social events for the benefit of members and their guests.

Tasks & Responsibilities:
1. Secures locations for social events;
2. Contracts with location providers and insures that all rules and regulations, required by the event site management, are enforced;
3. Recommends an annual budget for social activities to the Treasurer;
4. Secures and manages the staff of volunteers at all social events;
5. Insures safety for participants at all social events e.g. supplies events rules/waivers and trained DM's;
6. Provides appropriate safe-sex and other supplies for all social events;
7. Provides refreshments at social events, if applicable;
8. Insures adequate clean-up at all social events;
9. Supervises approved photography at all social events;
10. Organizes a minimum of 4 parties a year (including the Top/Bottom Auction);
11. Prepares a report to the Business Meeting at the end of every significant event including the profitability of the event and any significant occurrences;
12. Presents an annual report on the organization's activity at the Annual Meeting;

Prerequisites & Skills:
1. Communication and listening skills
2. Organization skills
3. Managerial experience
4. Diplomacy
5. Imagination

Monthly Commitment: 0-20 hours

Attendance at Business Meeting: Quarterly
Required Attendance: Parties

Reports to: Business Meeting
Job Descriptions

Stuff & Lick Manager (Volunteer)

Description: Manages mailing of the newsletter.

Tasks & Responsibilities:
1. Provides/secures location for the monthly Stuff & Lick (S&L);
2. Secures volunteers for the monthly S&L;
3. Organizes and manages the volunteers at the S&L;
4. Insures that following items are present in adequate amounts at the S&L:
   A. Copies of the newsletter
   B. Envelopes
   C. Postage (foreign & domestic)
   D. Flyers or inserts to be included with newsletter
   E. Mailing supplies (sponges, glue sticks etc.);
5. Coordinates refreshments at the S&L;
6. Oversees prompt delivery of the newsletter to the U.S. Post Office.

Prerequisites & Skills:
1. Organized.
2. Managerial skills.

Monthly Commitment: 3-5 hours

Attendance at Business Meetings: None
Required Attendance: Stuff & Lick

Reports to: Growing Pains Editor
Job Descriptions

**Treasurer** (Elected)

Description: Performs financial duties and tracks assets.

Tasks & Responsibilities:
1. Verifies the accuracy of vendor invoices and disburses money (5-20 times a month);
2. Collects and deposits money from income producing events (2-4 times a month) (TR-01);
3. Updates bank signatories at least annually (TR-03);
4. Produces monthly financial statements and submits them to the Business Meeting for approval (TR-04);
5. Reconciles the monthly bank statement;
6. Prepares the annual budget in cooperation with other officers - final budget should be in place prior to start of the fiscal year;
7. Tracks all assets;
8. Maintains adequate computer backup procedures;
9. Presents an annual report at the Annual Meeting;
10. Supervises: Cashier;
11. Delivers copies of all monthly financial statements and other pertinent documents to the Archivist at year end;
12. Serves on the Scholarship Committee;
13. Keeps record of storage locker key distribution; holds spare storage locker and Post Office box keys.

Prerequisites & Skills:
1. Mathematics
2. Organized
3. Computer
4. Bookkeeping experience (desired)

Monthly Commitment: 8-12 hours

Attendance at Business Meeting: Monthly

Reports to: Business Meeting
Volunteer Manager (Appointed)

Description: Welcomes new members and solicits volunteers from the general membership.

Tasks & Responsibilities:
1. Welcomes new members via telephone call, letter or e-mail;
2. Solicits volunteers for positions, jobs or tasks within the organization;
3. Refers volunteers to officers and/or committee chairs;
4. Assists in identifying and acknowledging the participation and performance of volunteers.

Prerequisites & Skills:
1. Good verbal and written communications skills
2. Working knowledge of SOJ's organizational structure and functions of all offices

Monthly Commitment: 5-8 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting
Webmaster/Webmistress (Appointed)

Description: Maintains SOJ’s website.

Tasks & Responsibilities:
1. Maintain/update information on the website;
2. Respond to any technical problems concerning the website;
3. Manage the access of the website;
4. Insure compliance with current obscenity laws;
5. Maintain events calendar - SOJ events and community events that would interest members;
6. Adds links to other non-profit organizations when appropriate.

Prerequisites & Skills:
1. Technical skills for setting up and maintaining a website
2. Computer with Internet access
3. Written communication skills
4. Organized

Monthly Commitment: 0-12 hours

Attendance at Business Meeting: Quarterly

Reports to: Outreach Director