

Archivist (Appointed)

Description: Management of SOJ's archival records

Tasks & Responsibilities:

1. Identifies records to be archived
2. Secures materials to be archived 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

Monthly Commitment: 3-12 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting

Business Meeting Moderator (Elected)

Description: Conducts Business Meetings and the Annual Meeting

Tasks & Responsibilities:

1. Reserves meeting room
2. Coordinates refreshments, if appropriate
3. Sets the agenda and ensures that it is adhered to
4. Recognizes speakers and ensures that everybody who wants to speak has an opportunity to speak
5. Ensures proper procedures are followed per SOJ Operating Procedures, SOJ policies and modified Robert's Rules of Order
6. Supervises: Recording Secretary
7. Oversees elections and membership voting on Operating Procedure amendments

Prerequisites & Skills:

1. Organized
2. Ability to remain impartial
3. Familiarity with Robert's Rules of Order
4. Good communication skills
5. Knowledge of SOJ's Operating Procedures and Policies & Procedures

Monthly Commitment: 4-6 hours

Attendance at Business Meetings: Monthly

Reports to: Business Meeting

Cashier (Appointed)

Description: Collects funds at events

Tasks & Responsibilities:

1. Attends SOJ functions where fees are collected and collects fee from attendees (2-4 per month)
2. Obtains a list of special guests/comps from Program/Social Activities Director
3. Obtains a current membership list from the Membership Secretary; verifies the membership status of all attendees prior to admitting members to events
4. Ensures the confidentiality of members by keeping the membership list secure
5. Records the number of members, guests, officers, presenters and special guests/comps in attendance at each event
6. Reconciles money collected with number of attendees
7. Transfers money and the attendance log to the Treasurer at the end of each event or as soon as possible thereafter

Prerequisites & Skills:

1. Mathematics
2. Organized

Monthly Commitment: 2-6 hours

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

Reports to: Treasurer

Communications Secretary (Elected)

Description: Manages SOJ's communications

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
2. Recommends a budget for Communications
3. Presents a report at the Annual Meeting
4. Posts all SOJ events to FetLife groups, the EroBay Calendar and other social media, e.g. Twitter

Prerequisites & Skills:

1. Good communication skills
2. Pleasant phone demeanor and voice
3. Vigilant

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 and guidance to other officers
3. Monitors job performance of officers to ensure tasks are being adequately performed
4. Arbitrates problems within and outside of the organization
5. Ensures that all rules and regulations at SOJ events are enforced
6. Organizes and conducts the New Officers' Orientation Meeting
7. Presents a report at the Annual Meeting
8. Serves on the Scholarship Committee
9. Keeps master list of organizations with reciprocal agreements; recommends changes to the list

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

Consent Liaison (Appointed)

Description: Point of contact for following up on consent reports, either from complainants or events hosts.

Tasks & Responsibilities:

1. Gather relevant information
2. Uphold requests for confidentiality
3. Compile information to be used for a recommendation
4. Consult with outside resources and/or other Officers
5. Recommend action to the Business Meeting that will ensure the safety of our members
6. This role is not a mediator or a counselor
7. Be the contact person for interactions with uninvited people, if they wish to be re-invited, weighing their accountability work and sincerity, integrity of the organization, and the impact on the original complainant when investigating whether someone should be reinvited or not.

Recommendations can include, but are not limited to:

1. Issue an official warning to the reported person
2. Ban a person from attending SOJ events for a period of time or indefinitely
3. Record the information and recommend no action at this time

Prerequisites & Skills:

1. Knowledge of Trauma Informed Response
2. Knowledge of Implicit Bias
3. Community Awareness
4. Empathy
5. Good Communications Skills

Monthly Commitment: As Needed

Attendance at Business Meetings: As Needed

Reports to: Business Meeting

Growing Pains Editor (Elected)

Description: Produces monthly newsletter

Tasks & Responsibilities:

1. Publishes the monthly newsletter
2. Collects letters, stories, non-fiction, art, classified advertisements, and other information for publication
3. Sets deadlines for article and information submission; sets date for monthly Stuff & Lick
4. Prepares the newsletter layout
5. Coordinates the newsletter printing; ensures that the appropriate number of issues are printed; ensures timely delivery of the newsletter to/from the printer
6. Supervises: Stuff & Lick Manager; Stuff & Lick volunteers; Rapid Release volunteer
7. Recommends a budget for Growing Pains and Rapid Release
8. Presents a report at the Annual Meeting

Prerequisites & Skills:

1. Layout/desktop publishing experience
2. Organizational skills
3. Community awareness

Monthly Commitment: 30-50 hours

Attendance at Business Meetings: Monthly

Reports to: Business Meeting

Liaison Director (Appointed)

Description: Coordinates communications and fosters relationships with other organizations, national and otherwise, that are involved with support, education and defense of BDSM/leather/kink/fetish lifestyles

Tasks & Responsibilities:

1. Identify organizations and establish communications
2. Inform the Business Meeting and SOJ's membership of resources available
3. Make recommendations to Business Meeting about participation or membership (i.e. paying dues) in these organizations

Prerequisites & Skills:

1. Excellent communication skills
2. Knowledge and awareness of the larger kink community
3. Social consciousness

Monthly Commitment: 3-6 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting

Membership Secretary (Elected)

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

Tasks & Responsibilities:

1. Updates membership records to reflect additions and changes (twice a month)
2. Creates membership cards and mails to members (monthly)
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 a membership list for membership verification at SOJ programs
6. Maintains appropriate computer back-up procedures (ongoing)
7. Produces and distributes membership renewal notices (once a month)
8. Provides a list of current membership numbers to the SOJ "E-Mail List Manager" (once a month)
9. Serves on the Scholarship and "Comp" committees
10. Presents a report at the Annual Meeting
11. Recommends a budget for membership materials
12. Receives and responds to members' requests about membership related issues, e.g. address changes

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

Reports to: Business Meeting

Mentoring Director (Appointed)

Description: Oversees and manages the SOJ Mentoring program

Tasks & Responsibilities:

1. Actively solicit members for mentoring roles
2. Make potential newcomers aware Mentoring by regularly attending Orientations
3. Match protégés with appropriate mentors

Prerequisites & Skills:

1. Good communication skills

Monthly Commitment: 10 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting

Munch Director (Appointed)

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

Tasks & Responsibilities:

1. Informs Communications Secretary of munch information
2. Manage venue/s for SOJ munch/es
3. In conjunction with the Outreach Director, manage promotional materials regarding munch/es
4. May be involved in helping to coordinate information with other Munch groups including scheduling and dissemination of information

Prerequisites & Skills:

1. Excellent interpersonal skills

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 Orientations
2. Reserves the meeting room and ensures that all the rules and regulations required by the event site management are enforced
3. Identifies and contacts guest presenters; informs guest presenters of SOJ policies and procedures
4. Provides approved materials and information for participants
5. Coordinates refreshments, if appropriate
6. Recommends a budget for Orientations
7. Presents a report at the Annual Meeting
8. Supervises Orientation Secretary

Prerequisites & Skills:

1. Organized
2. Communication skills

Monthly Commitment: 3-6 hours

Attendance at Business Meeting: Quarterly
Required Attendance: Orientations

Reports to: Business Meeting

Orientation Secretary (Appointed)

Description: Performs secretarial duties for Orientation

Tasks & Responsibilities:

1. Attends Orientations; records and collects any fees owed
2. Hands out membership applications and program passes to the orientees who complete the Orientation
3. Reports total orientees, officers, members to the Business Meeting

Prerequisites & Skills:

1. Organized

Monthly Commitment: 4-10 hours

Attendance at Business Meetings: Quarterly

Required Attendance: Orientations

Reports to: Orientation Director

Outreach Director (Elected)

Description: Maintain SOJ's presence in the community

Tasks & Responsibilities:

1. Arranges SOJ's participation in SF Pride Parade
2. Arranges SOJ's participation in the Folsom Street Fair
3. Recommends a budget for Outreach
4. Arranges SOJ's participation in events approved by the Business Meeting
5. Maintains SOJ's presence in the community via media, retail establishments and other clubs' source guides
6. Maintains sufficient quantities of approved promotional materials, supplies and equipment
7. Ensures that all rules and regulations required by event site management are enforced
8. Reports to the Business Meeting on the results of Outreach activities and events
9. Serves on the "Comp" committee

Prerequisites & Skills:

1. Communications skills
2. Organized

Monthly Commitment: 0-30 hours

Attendance at Business Meetings: Quarterly

Reports to: Business Meeting

Postmaster/Postmistress (Appointed)

Description: Perform all duties regarding postal functions

Tasks & Responsibilities:

1. Picks-up mail at the SOJ Post Office box (2-3 times a month)
2. Opens all mail; removes and logs all money and forwards it to the Treasurer (2-3 times a month)
3. Distributes mail to SOJ officers (2-3 times a month)

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

Tasks & Responsibilities:

1. Locates program space and contracts with the site management
2. Ensures that all rules and regulations required by the event site management are enforced
3. Schedules programs at least 2 months in advance
4. Solicits program presenters and sends out confirmation letters and/or emails
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 Communications Director with descriptions of SOJ programs for inclusion in the monthly calendar of events
8. Produces a list of special guests/comps and presenters for the Cashier
9. Recommends a budget for Programs
10. Presents a report 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

Recording Secretary (Elected)

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

Tasks & Responsibilities:

1. Records all motions and significant discussions at Business Meetings 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
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, and a copy of the Operating Procedures
5. Archives copies of the current month's minutes at the end of each month and updates the current policies and procedures log to reflect all changes approved during his/her term

Prerequisites & Skills:

1. Organized
2. Written communication skills

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 ensures that all rules and regulations required by the event site management are enforced
3. Recommends a budget for Social Activities
4. Secures and manages the staff of volunteers at all social events
5. Ensures safety for participants at all social events, e.g. supplies events rules, waivers and trained DMs
6. Provides appropriate safe-sex and other supplies for all social events
7. Provides refreshments at social events, if applicable
8. Ensures adequate clean-up at all social events
9. Supervises approved photography at all social events
10. Prepares a report to the Business Meeting at the end of every significant event including the profitability of the event and any significant occurrences
11. Presents a report at the Annual Meeting
12. Supervises Doorkeeper/Greeter at social events

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: Social events

Reports to: Business Meeting

Technology Director (Appointed)

Description: Maintains SOJ's web site and technology infrastructure

Tasks & Responsibilities:

1. Setup and maintain web site and related systems/ technologies - hosting account, e-mail, servers, etc.
2. Ensure compliance with current online obscenity laws
3. Oversee and/or assist with technical aspects of SOJ branded/owned accounts on social networks (FetLife, Twitter, etc.) and other electronic media
4. Design and implement new technology systems and accounts

Prerequisites & Skills:

1. Technical skills for setting up and maintaining relevant systems and technologies
3. Written communication skills
4. Organized

Monthly Commitment: 0-12 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting

Treasurer (Elected)

Description: Performs financial duties

Tasks & Responsibilities:

1. Verifies the accuracy of vendor invoices and disburses money (3-15 times a month)
2. Collects and deposits money from income producing events (2-4 times a month)
3. Updates bank signatories at least annually
4. Produces financial statements and submits them to the Business Meeting for possible approval at least quarterly
5. Reconciles the monthly bank statement
6. Prepares the annual budget in cooperation with other officers. Budget should be presented to the Business Meeting for approval before the start of a new fiscal year
7. Uses Quicken or similar program for bookkeeping and maintains adequate computer backup procedures
8. Presents a report at the Annual Meeting
9. Supervises Cashier
10. Serves on the Scholarship Committee
11. Holds spare Post Office box key

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

Welcoming Director (Appointed)

Description: Welcome new members and provide information about activities and resources available to members

Tasks & Responsibilities:

1. Approach new members at SOJ events to welcome them to the organization
2. Provide members information about SOJ events and resources
3. Monitor SOJ social network groups like the Newcomers Only Coffee Social to welcome new members; provide information about events and resources to members and, as appropriate, non-members

Prerequisites & skills:

1. Excellent communication and interpersonal skills
2. Sensitivity to the needs of new members

Monthly Commitment: 6-12 hours

Attendance at Business Meeting: Quarterly

Reports to: Business Meeting