Fellowship Forum President's Binder

1 Fellowship Forum President's Responsibilities

1.1 Preside at weekly meetings

1.1.1 Call to Order - 12:15 p.m. e.g. Nth meeting of the 58th year of Fellowship Forum

1.1.2 Historic events on this date

1.1.3 Recognition of members' birthdays

1.1.4 Introduction of guests

1.1.5 News of ill or absent members

    1.1.5.1 NOTE: I sent get well cards to ill members, and passed them around during the meeting for people to sign if they wanted. Not a presidential responsibility.

    1.1.5.2 NOTE: Beginning with Chris Roden's death, I called for a "few moments of silent remembrance".

1.1.6 Comments by returning members (after an interesting trip, etc.) - might sacrifice if time not available to avoid cutting program short

1.1.7 Business - Reports from officers or committee chairmen, if any

1.1.8 AS NEEDED - Self introduction talk by new member

    1.1.8.1 Arranged/scheduled by President

1.1.9 Description of next 2 programs by Program Committee Chairman

1.1.10 Jokes and anecdotes - might sacrifice if time not available to avoid cutting program short

1.1.11 Break - 5 minutes

1.1.12 Introduction of today's speaker - 12:30 promptly

1.1.13 Program -- until 1:30 p.m. promptly. Stand about 1:28 to let speaker know to wind down.

1.1.14 Thank speaker and Adjourn

1.2 Conduct Annual Business Meeting in January

1.2.1 Develop agenda

    1.2.1.1 In President's remarks, recognize and thank outgoing officers and committees

1.2.2 Distribute agenda to participants ahead of time, place copies on tables at meeting

    1.2.2.1 Secretary, Treasurer & Committee Chairmen reports

    1.2.2.2 New President

1.2.3 Conduct meeting, per agenda

    1.2.3.1 Reports from officers and committee chairmen

    1.2.3.2 Thank last year's officers, committees and volunteers

        1.2.3.2.1 Vice President

            1.2.3.2.1.1 Stand-in to preside at lunch meetings, Governing Board meetings

        1.2.3.2.2 Secretary

            1.2.3.2.2.1 Preparation of data for annual booklet

            1.2.3.2.2.2 Minutes of Annual Meeting and Governing Board meetings

            1.2.3.2.2.3 FF correspondence, notably weekly speaker thank you notes

            1.2.3.2.2.4 Elections of new members - distribute & collect ballots

            1.2.3.2.2.5 Track number of active members, inform Membership Committee when <55.

                1.2.3.2.2.5.1 The Fellowship Forum Secretary maintains a record of all members, active and inactive. If, based on the attendance records kept by the Membership Committee Secretary, the MC decides that a member should be considered inactive, it can so declare, and should notify the Fellowship Forum Secretary of its decision. The Fellowship Forum Secretary would amend the rolls he keeps to reflect the change. These rolls would thereby constitute the official record of active membership.

        1.2.3.2.3 Treasurer

            1.2.3.2.3.1 Track all income and expenses, manage bank accounts, pay bills.

            1.2.3.2.3.2 Lunch ticket book sales

            1.2.3.2.3.3 Reimburse members for purchases on behalf of Fellowship Forum

            1.2.3.2.3.4 Analysis of past attendance patterns in support of negotiations with Sheraton

            1.2.3.2.3.5 Participation in negotiation with Sheraton

        1.2.3.2.4 Governing Board

            1.2.3.2.4.1 Productive meeting, advice and counsel when called

            1.2.3.2.4.2 Prompt e-mail voting on issues

            1.2.3.2.4.3 Tabulation of ballots for new members

        1.2.3.2.5 Program Committee

            1.2.3.2.5.1 A year of excellent programs

1.2.3.2.5 Program Committee

1.2.3.2.5.1 A year of excellent programs

1.2.3.2.5.2 Chairman

1.2.3.2.5.2.1 Sent weekly program descriptions to members

1.2.3.2.5.2.2 Kept me informed of the evolving schedule so I could keep the web site current

1.2.3.2.5.2.3 Told me when the projector , DVD player were needed so I could bring them.

1.2.3.2.5.2.4 Helped speakers needing a projector understand the connection requirements.

1.2.3.2.6 Membership Committee

1.2.3.2.6.1 New member elections

1.2.3.2.7 Business Committee

1.2.3.2.7.1 Ladies' Days

1.2.3.2.7.2 Leadership of negotiations with Sheraton of 2008 contract

1.2.3.2.8 Nominating Committee

1.2.3.2.9 Volunteers

1.2.3.2.9.1 Davis, Ed

1.2.3.2.9.1.1 FF Database manager

1.2.3.2.9.1.2 Annual Directory

1.2.3.2.9.1.3 Attendance sheets

1.2.3.2.9.1.4 Forms, speaker guide and FF information on his website

1.2.3.2.9.1.5 Managed members' service database

1.2.4 Turn over Presidency to successor

1.3 Additional duties per By-Laws

1.3.1 New Members process

1.3.1.1 Conduct vote of Governing Board and Active Members at Regular Meeting whether to approve recommendation from the membership Committee for admission of specified number of new members. II.3.(a).

1.3.1.1.1 The By-Laws are silent on whether a motion is required at Regular Meeting to approve the Membership Committee recommendation to add new members. On Feb 13, 2007, Phil Sorensen, our de-facto parliamentarian, upon being consulted opined that a motion is not necessary - just a show of hands.

1.3.1.2 If approved, preside over Governing Board in tabulating results of whether to accept new member(s) selected by Membership Committee. Announce name(s) at next Regular Meeting. II.3.(e)

1.3.2 Preside at all meetings III.2.(a)

1.3.3 Chair the Governing Board III.2.(a)

1.3.3.1 The Governing Board determines the annual dues, which are payable in January. The President should assure that this occurs on a timely basis. Here is the relevant portion of the By-Laws:

1.3.3.1.1 Dues of Active Members shall be determined by the Governing Board with the approval of a majority of Active Members and shall be payable in January of each year or, for new members, on the date of election.

1.3.4 Serve ex-officio on each committee except Nominating Committee III.2.(b)

1.3.5 Carry out the policies and decisions of the Governing Board and otherwise exercise general direction of the Forum's affairs. III.2.(c)

1.3.6 Consult with the Program Director regarding appointment of members of the Program Committee. III.2.Program Director (a)

1.3.7 Appoint Nominating Committee no later than the first regular meeting in November. IV.1

1.3.7.1 Recent practice (as of 2007) has been that the Nominating Committee is appointed before the annual Directory is finalized, in December. In fact, the Nominating Committee has recommended to the incoming president who should serve on and chair the coming year's Nominating Committee. This worked very well.

1.3.7.2 There are no guidelines or restrictions on this appointment. My (Skip Ross') personal philosophy is that it is good to staff the Nominating Committee with Past Presidents. This has two benefits:

1.3.7.2.1 A member of the committee is unlikely to be nominated for office. Having only past presidents leaves the rest of the membership as potential nominees.

1.3.7.2.2 Having past presidents on this committee leverages the Fellowship Forum institutional memory - the past presidents have a good overview and understanding that is nowhere documented.

1.3.8 Consult with serving Past Presidents of the Membership Committee to select replacement for any of the 5 most recent living Past Presidents unable to serve. IV. 3

1.3.9 Announce the name(s) of new member(s) at next meeting after the results of the new member election are tabulated. II.3.(e)

1.3.9 Announce the name(s) of new member(s) at next meeting after the results of the new member election are tabulated. II.3.(e)

1.4 Call and hold Governing Board meetings

1.5 Keep Vice President informed and involved, ready to step in or succeed

1.6 Determine/publicize dates for seasonal dress code change

1.6.1 In 2006, President Ted Hatrak set summer dress to coincide with Daylight Savings Time. In 2007, president Skip Ross changed the transition to summer dress to occur on June 1. Transition to winter dress was left to coincide with the end of DST - in 2007 that meant the first meeting in November.

1.7 Assume or delegate responsibility for FF sound system [not necessarily President's responsibility]

1.7.1 Storage

1.7.2 Transportation to all meetings

1.7.3 Set up and tear down

1.7.4 Lapel mike to speaker

1.8 Assume or delegate responsibility for FF video projector, DVD player [not necessarily President's responsibility]

1.8.1 Storage

1.8.2 Transportation to meetings where needed, as informed by Program Committee

1.8.3 Assist speaker in set up

1.9 Create/maintain President's Binder for successor

1.9.1 Job description

1.10 Ask officers to create/maintain binders for their successors

1.10.1 Vice President

1.10.2 Secretary

1.10.3 Treasurer

1.10.4 Program Director

1.10.5 Membership Committee Chairman

1.10.6 Membership Committee Secretary

1.10.7 Business Committee Chairman

1.10.8 Nominating Committee Chairman

2 Binder Contents   {Tabs

2.1 Weekly Meeting agenda topics   {Meetings

2.1.1 Call to order   {Welcome
  2.1.1.1 Welcome to the Nth meeting of the XXth year of the Fellowship Forum
    2.1.1.1.1 Forum founded in 1950 = 1st year . 2007 = 58th year

2.1.2 This day in history   {On This Day
  2.1.2.1 Interesting Dates in History in SoHo Notes, use web site
       http://www.scopesys.com—today2.cgi

2.1.3 Member birthdays before next meeting   {Birthdays
  2.1.3.1 Provided by Fellowship Forum database manager - a printout for the year, by date

2.1.4 Introduction of guests at today's meeting   {Guests

2.1.5 Reports on absent members   {Absent Members

2.1.6 Comments from returning members   {Returning Members

2.1.7 Business   {Business
  2.1.7.1 Reports from committee chairmen and officers, if any
  2.1.7.2 Self-intro talks by new members, if any

2.1.8 Upcoming programs - 2   {Next 2 Programs

2.1.9 Today's program   {Today's Program

2.2 Member information   {Members

Fellowship Forum President's Binder

2.2 Member information {Members

2.2.1 E-mail addresses
2.2.2 Photos from Fellowship Forum database
2.2.3 Officer and Committees Service History

{E-mail Addresses
{Photos
{Service Records

2.3 Officers {Officers

2.3.1 President
2.3.1.1 Position responsibilities == this document
2.3.1.2 Other plans and records
2.3.1.2.1 Agenda for end-of-term Annual Business Meeting

{President
{Position Responsibilities}
{Other}

2.3.2 Vice President
2.3.3 Secretary
2.3.4 Treasurer
2.3.5 Program Director

{Vice President
{Secretary
{Treasurer
{Program Director

2.4 Committees {Committees

2.4.1 Governing Board
2.4.1.1 Meeting plans and minutes

{Governing Board

2.4.2 Membership Committee
2.4.3 Business Committee
2.4.4 Nominating Committee
2.4.5 Program Committee

{Membership Committee
{Business Committee
{Nominating Committee
{Program Committee

2.5 Documents {Documents

2.5.1 Correspondence
2.5.2 By-Laws

{Correspondence
{By-Laws