



## **Sarasota Sister Cities Association** *Adoptable Job Descriptions*

### **EXECUTIVE COMMITTEE OF THE BOARD**

#### **President**

- Serves as Chairman of the Board of Directors.
- Elected by the Board of Directors and holds office year to year.
- Responsible for the general supervision of the affairs of the Corporation and over its other officers.
- Signatory of all official documents and communications of the Association.
- Responsible for submitting a report to the Corporation of the business transacted during the past year at the annual general meeting (AGM) of the membership, together with a report of the general financial condition of the Corporation
- Entitled in an emergency to authorize expenditures not to exceed Five Hundred Dollars (\$500.00) on any single item without approval of the Board of Directors.
- Portfolio of responsibilities includes:
  1. presiding at all meetings of the Executive Committee and the Board of Directors; if unable to preside due to absence or disability, ensuring that these duties are performed by a vice President, the Secretary, or the Treasurer.

#### **Parliamentarian**

- Member of the Executive Committee of the Board of Directors; reports to the Board.
- Elected by the Board of Directors and holds office year to year.
- Responsible for ensuring that:
  1. Board meetings are conducted in accordance with generally accepted rules of order;
  2. policies and procedures established by the Board, including but not limited to the By-laws, are adhered to;
  3. the organization's progress in achieving the goals of its strategic plan is monitored and that the plan is up-dated annually.

#### **Secretary**

- Member of the Executive Committee of the Board of Directors; reports to the Board.
- Under Article VI of the By-laws, as an Officer, is elected by the Board of Directors at the annual meeting and holds office year to year.

- Is responsible for maintaining the corporate records and papers of the Corporation.
- Portfolio of responsibilities includes:
  1. attending and keeping the minutes of all Board and Executive Committee meetings;
  2. distributing minutes to Board members and Executive Committee on a timely basis;
  3. devising and maintaining an indexing method to record all Resolutions of the Board for easy reference and retrieval;
  4. in an anticipated absence, appointing another member of the Executive to record and submit minutes.

### **Treasurer**

- Member of the Executive Committee of the Board of Directors; reports to the Board.
- Under Article VI, Section 1 of the By-laws, as an Officer, is elected by the Board of Directors at the annual meeting and holds office year to year.
- Custodian of the funds of the Corporation.
- Portfolio of responsibilities includes:
  1. keeping regular books and accounts in accordance with GAAP, together with vouchers, receipts, records and other papers normally incident to this office, and making these records available to the Board or their authorized representatives at reasonable times;
  2. ensuring that checks in an amount exceeding Five Hundred Dollars (\$500.00) are signed by two officers of the Board;
  3. providing timely reports on the financial status of the Corporation to the Board of Directors;
  4. with input from the Board, developing an annual Budget for the Corporation, and monitoring its status throughout the fiscal year.

### **Vice President, Resources – Business & Economic Development**

- Member of the Executive Committee of the Board of Directors; reports to the Board.
- Under Article VI of the By-laws, as an Officer, is elected by the Board of Directors at the annual meeting and holds office year to year.
- Responsible for developing the human and capital resources required by the organization.
- Portfolio of responsibilities includes:
  1. keeping informed about the business climate of the community with special emphasis on identifying partnership opportunities for individual sister cities and for SSCA;
  2. identifying and developing opportunities to make business leaders aware of the possibilities for value-added relationships with SSCA and its member sister cities.
- Acts in an advisory and oversight capacity for the Membership Committee, and when appropriate, for the Grants Committee.

### **Vice President, Cities & Candidate Cities**

- Member of the Executive Committee of the Board of Directors; reports to the Board.
- Under Article VI of the By-laws, as an Officer, is elected by the Board of Directors at the annual meeting and holds office year to year.
- Responsible for acting as liaison between the City Directors (CDs) and the Executive Committee.
- Portfolio of responsibilities includes:
  1. coordinating activities among CDs;
  2. helping CDs to identify resources with and outside of the organization;
  3. acting in an advisory capacity in the development and management of CD's individual city committees.
- Oversees the process of evaluating prospective candidate cities to ensure that Board-approved criteria for selection are adhered to.
- Assists prospective sister cities to appreciate the obligations of both candidate and full-status sister cities.
- Makes recommendations to the Executive committee and the Board with regard to the admissibility of applicant sister cities.

#### **Vice President, Public Relations & Communications**

- Member of the Executive Committee of the Board of Directors; reports to the Board.
- Under Article VI of the By-laws, as an Officer, is elected by the Board of Directors at the annual meeting and holds office year to year.
- Responsible for developing and implementing SSCA's public relations and communications plan.
- Portfolio of responsibilities includes:
  1. ensuring that SSCA's message to the community is clear, consistent, and effectively communicated;
  2. seeking opportunities for public exposure of SSCA and its projects in print and electronic media;
  3. planning the design and content of a SSCA marketing/communications package.
- Acts in an advisory and oversight capacity for the newsletter, its design, writing, and production.
- Acts in an advisory and oversight capacity for the Web site, its development, content, and maintenance.
- Acts in an advisory and oversight capacity for special events, ensuring that clear objectives have been identified, and that an effective communications plan is in place.
- Assists in the planning and promotion of members' luncheons.

#### **Vice President, Education & Culture (Project Management)**

- Member of the Executive Committee of the Board of Directors; reports to the Board.
- Under Article VI of the By-laws, as an Officer, is elected by the Board of Directors at the annual meeting and holds office year to year.

- Responsible for planning and implementing SSCA Board-approved projects and special initiatives in the areas of education and culture; and for developing and nurturing relationships between educational and cultural institutions and SSCA, in order to identify and promote partnership opportunities.
- Portfolio of responsibilities includes:
  1. overseeing and planning SSCA educational/cultural projects to ensure that:
    - a) project objectives have been clearly defined;
    - b) a sound budget has been developed and sources of financing identified;
    - c) a marketing/communications plan is in place;
    - d) measures of accountability have been identified and agreed to;
  2. overseeing the implementation of projects, and monitoring their progress according to the above criteria.
- Acts in an advisory and oversight capacity for the Education Committee, and the Cultural Affairs Committee.
- Acts in an advisory capacity to the Community Youth Department representative on the Board.
- May act as a resource for CDs who plan individual educational and cultural projects.

### **Vice President, Sports**

- Member of the Executive Committee of the Board of Directors; reports to the Board.
- Under Article VI of the By-laws, as an Officer, is elected by the Board of Directors at the annual meeting and holds office year to year.
- Responsible for planning and implementing SSCA Board-approved projects and special initiatives in area of sports events and exchanges.
- Portfolio of responsibilities includes:
  1. identifying opportunities for individual and team sport projects in Sarasota aimed at involving our sister cities; (e.g., tournaments; camps, etc.)
  2. identifying opportunities for individual and team sport exchanges between Sarasota and our sister cities;
  3. ensuring that proposals put forward by CDs are well-thought out as to logistics, budget, timeframes and resources, etc.
  4. serving as a resource for City Directors regarding opportunities for sports exchanges.

## **COMMITTEES OF THE BOARD**

### **City Director**

- Reports to the Vice President, Cities & Candidate Cities.
- Member of the Board of Directors.
- Elected by the Membership for a two-year term of office; reelection shall be for a term of one year.
- Responsible for managing and enhancing the relationship between SSCA and the individual sister city.
- Portfolio of responsibilities includes:

1. maintaining verbal, electronic, and written communications with the individual sister city;
2. chairing a sister city committee representative of local volunteers and volunteer associations;
3. identifying opportunities for collaboration between SSCA and the sister city, and/or among a group of sister cities;
4. facilitating periodic exchanges between the sister city and Sarasota;
5. bringing forward recommendations for projects suggested by the sister city;
6. developing and submitting to the Board an annual budget;
7. specifying budgetary implications for proposed projects before they are undertaken;
8. building awareness on the part of the Board and general membership about the special characteristic of the individual sister city through presentations, articles in the newsletter, and other forms of communication, etc.
9. evaluating the individual sister city relationship on an annual basis.

### **Cultural Affairs Committee Chair**

- Reports to the Vice President, Culture & Education (Project Management).
- Member of the Board of Directors.
- Elected by the Membership for a two-year term of office; reelection shall be for a term of one year.
- Responsible for developing and nurturing contacts with leaders in the cultural sector: museums, galleries, schools of art, theatre, film, the Arts Council, etc.
- Portfolio of responsibilities includes:
  1. holding regular meetings with leaders in the various areas of the cultural sector to identify opportunities for collaboration with one or more of our sister cities;
  2. analyzing and recommending collaborative projects for consideration, including the budgetary implications of such projects;
  3. facilitating and evaluating approved projects;
  4. acting as a cultural sector resource person to the city directors.

### **Community Youth Development Board Member**

- Reports to the Vice President, Culture & Education (Project Management).
- Member of the Board of Directors.
- Elected by the Membership for a one-year term of office.
- Responsible for representing the views and interest of youth on the Board of Directors.
- Portfolio of responsibilities includes:
  1. becoming knowledgeable about how not-for-profit Boards function;
  2. bringing forward opportunities for SSCA involvement in youth initiatives;
  3. carrying through on projects assigned by the Board, with the view to increasing awareness and expertise in aspects of not-for-profit management.

### **K – 12 Education Committee Chair**

- Reports to the Vice President, Culture & Education (Project Management).
- Member of the Board of Directors.
- Elected by the Membership for a two-year term of office; reelection shall be for a term of one year.
- Responsible for developing and nurturing contacts with leaders in the public elementary and secondary education sector, and with select private schools.
- Portfolio of responsibilities includes:
  1. holding regular meetings with leaders at the various levels of the K – 12 educational sector to identify opportunities for collaboration with one or more of our sister cities;
  2. analyzing and recommending collaborative projects for consideration, including the budgetary implications of such projects;
  3. facilitating and evaluating approved projects;
  4. acting as an educational sector resource person to the city directors.

### **Higher-Education Committee Chair**

- Reports to the Vice President, Culture & Education (Project Management).
- Member of the Board of Directors.
- Elected by the Membership for a two-year term of office; reelection shall be for a term of one year.
- Responsible for developing and nurturing contacts with leaders in the university and college sector.
- Portfolio of responsibilities includes:
  1. holding regular meetings with leaders of the local colleges and universities to identify opportunities for collaboration with one or more of our sister cities;
  2. analyzing and recommending collaborative projects for consideration, including the budgetary implications of such projects;
  3. facilitating and evaluating approved projects;
  4. providing the VP, Education & Culture with regular written reports;
  5. acting as a higher education sector resource person to the city directors

### **Membership Committee Chair**

- Reports to the Vice President, Resources & Economic Development.
- Member of the Board of Directors.
- Elected by the Membership for a two-year term of office; reelection shall be for a term of one year.
- Responsible for promoting and managing the general membership program.
- Responsible for reviewing written Alliance membership nominations for completeness; evaluating whether the nomination meets SSCA criteria; and referring the nomination to the Executive Committee with a rationale for recommending acceptance or rejection of the nomination.
- Portfolio of responsibilities includes:
  1. writing and mailing annual membership renewal letters in a timely manner;

2. maintaining, with the assistance of the Treasurer, membership records;
3. designing and producing an annual membership directory;
4. informing Alliance member nominators of the Board's decision;
5. inviting successful nominees to become SSCA Alliance members, and to identify the organization's official point of contact;
6. ensuring the regular updating of point of contact information for Alliance members;
7. providing the Executive Committee with an annual list of Alliance members with recommendations for continued status;
8. writing and producing, with the assistance of PR/Communications, promotional materials;
9. developing and implementing member recognition events;
10. notifying appropriate Vice-Presidents and City Directors of new general and Alliance members' expressed interests.

**VICE CITY DIRECTORS & SPECIAL CONTRIBUTORS  
(Non-voting members of the Board)**

**Vice City Director**

- Nominated by the City Director and approved by the President.
- Non-voting member of the Board of Directors.
- Reports to the City Director.
- Responsible for assisting in the management of the relationship between SSCA and the individual sister city.
- Portfolio of responsibilities includes:
  1. helping to maintain verbal, electronic, and written communications with the individual sister city;
  2. assisting in chairing the sister city committee of local volunteers and volunteer associations;
  3. helping to identify opportunities for collaboration between SSCA and the sister city;
  4. assisting in facilitating periodic exchanges between the sister city and Sarasota;
  5. helping to promote the sister city through presentations, articles in the newsletter, and other forms of communication, etc.
  6. assisting in the management of specific projects as assigned by the City Director.

**Protocol Advisor**

- Reports to, and is appointed by, the President.
- Non-voting member of the Board of Directors.
- Responsible for ensuring that Board Members and others associated with SSCA are aware of the protocol requirements for international and national delegations.
- Portfolio of responsibilities includes:
  1. familiarity with the Florida League of Cities International Relations Protocol book and other recognized protocol guidelines;

2. researching the specific protocol requirements for foreign delegations and for SSCA foreign visitations;
3. briefing city directors and other members of SSCA's Board on the proper protocol for the city or country in question for visitations and foreign delegations;
4. developing a list of appropriate official gifts for foreign dignitaries;
5. recommending appropriate gifts that reflect the seniority of the recipient vis á vis his or her subordinates;
6. developing and maintaining a Gift Log, to avoid duplications and inappropriate gifts (i.e., gifts already given to a subordinate, etc.).

### **Grant Writer**

- Appointed by the president, in consultation with the VP for Economic & Resource Development.
- Reports to the VP for Economic & Resource Development.
- Non-voting member of the Board of Directors.
- Responsible for identifying funding opportunities for SSCA projects, writing proposals to obtain funds, and providing follow-up with funders.
- Portfolio of responsibilities includes:
  1. assisting directors in crafting well-thought-out cases for support;
  2. identifying appropriate funding sources for specific projects;
  3. creating a corporate file of documents required for grant submissions, such as non-profit status, current budget, etc.
  4. ensuring that required documentation is submitted with grant proposals, including project budgets;
  5. ensuring that all fiduciary, reporting, and recognition requirements are adhered to;
  6. maintaining contact with relevant funding sources and promoting SSCA interests within this sector.

### **Luncheon Coordinator**

- Appointed by, and reports to, the VP, Public Relations and Communications.
- Non-voting member of the Board of Directors.
- Responsible for coordinating monthly members' luncheons and other members' events.
- Portfolio of responsibilities includes:
  1. booking the room where the luncheon/event will take place;
  2. determining the menu, in consultation with the president;
  3. collecting money for and recording reservations;
  4. creating name tags;
  5. coordinating volunteers to greet guests and staff reservation tables.

### **Newsletter Editor**

- Appointed by, and reports to, the VP for PR & Communications.
- Non-voting member of the Board of Directors.
- Responsible for editing and overseeing the periodic production of SSCA's newsletter.

- Portfolio of responsibilities includes:
  1. creating newsletter deadline schedule, in consultation with VP, PR & Communications and the President
  2. planning each newsletter and soliciting articles;
  3. editing all copy;
  4. designing newsletter layout;
  5. overseeing the newsletter production process.