

NSELA OPERATIONS MANUAL

REVISED OCTOBER 1, 2017

TABLE OF CONTENTS

1.00 Name	6
1.10.....	6
2.00 Purpose	7
2.10.....	7
2.20 Goal.....	7
2.30 Strategic Plan.....	7
3.00 Membership	8
3.10 Membership	8
3.20.....	8
3.30 Registrar	8
3.40 Types of Membership	8
3.50 New Members	8
3.60 Membership Retention.....	8
3.70 Membership List.....	9
3.80 Selling the Membership List.....	9
4.00 Administration (links to By-laws, etc.)	10
4.10 By-laws.....	10
4.20 Regions.....	10
4.30 Board of Directors	10
4.31	10
4.32	10
4.33	10
4.34	11
4.35 NSELA Standing Committees.....	11
4.40 Standing Committee Chair Job Descriptions	11
4.45	11
4.50 NSELA Task Forces	11
5.00 Executive Director	12
5.10 Duties.....	12
5.20 Salary	12
5.30 Annual Review.....	12

6.00 NSELA Code of Ethics.....	13
7.00 Collaborative and Endorsement Policies	14
8.00 Affiliations	15
8.10 Affiliations	15
8.20 Affiliates of NSELA	15
8.21 NSTA Alliance of Affiliates	15
8.22 NSTA Professional Development Director.....	15
8.23 NSELA AAAS.....	15
8.24 NARST	15
8.30 Affiliates to NSELA	15
8.40 Partnerships with NSELA.....	16
9.00 Meetings	17
9.10 Annual Meeting	17
9.11 Spring Board Meeting	17
9.12 Monthly Conference Calls	17
9.13 Fall Board Meeting	17
9.20 Meeting Locations	17
9.30 Meeting Agenda	17
9.40 Meeting Documents	17
9.45 Board Reports	17
9.50 Conduct of Meeting	18
9.51 Robert's Rules of Order	18
9.52 Parliamentarian.....	18
9.53 Quorum	18
9.60 Emergency Procedures	18
9.61 Executive Committee	18
9.62 Special Balloting	18
9.70 Minutes	18
10.00 Financial Procedures	20
10.10 Budget	20
10.11 Membership Dues	20
10.12 Advertisers Fees	20
10.13 Sponsorship Fees.....	20
10.14 Event Fees	20
10.15 Projected Income	20

10.20 Fiscal Year	20
10.30 Bank Accounts	21
10.40 Fiscal Agent	21
10.50 Audits	21
10.60 Reimbursement	21
10.61 Definition.....	21
10.62 Directors.....	21
10.63 Executive Director	21
10.64 Other Expenses	22
10.70 Taxes	22
10.80 Investments	22
11.00 Membership Services	23
11.10 Publications	23
11.11 Newsletter.....	23
11.12 Journal.....	23
11.13 Directory.....	23
11.14 NSELA website.....	23
11.15 Other Social Media.....	23
11.16 Other Publications.....	23
11.20 Position Statements	23
11.30 Awards	24
11.31 Committee	24
11.32 The Outstanding Science Education Leader Award.....	24
11.33 Outstanding Administrative Support Award	24
11.34 Emerging Leader Scholarship	24
12.00 Professional Development	25
12.10 Annual Leadership Summit	25
12.20 Area Leadership Summit	25
12.30 Summer Leadership Institute	25
12.35	25
Table of Contents	26
Appendix A	27
Strategic Plan	27
Appendix B	28
Membership	28

Appendix C29

Job Title: Affiliates Committee Chair 29
Job Title: Awards Committee Chair 30
Job Title: Diversity Committee Chair 32
Job Title: Finance Committee Chair 34
Job Title: Informal Science Committee Chair 37
Job Title: Treasurer 39
Job Title: Science Educator Journal Editor 42
Job Title: Membership Committee Chair 44
Job Title: Navigator Newsletter Editor 47
Job Title: Nominations and Elections Committee Chair 50
Job Title: President- Elect 53
Job Title: Professional Development Committee Chair 55
Job Title: Public Relations Committee Chair 58
Job Title: Safety Compliance Officer 60
Job Title: Secretary 62
Job Title: Treasurer 65
Job Title: Webmaster 68

Appendix D72

Code of Ethics72

Appendix F74

Board Reports74

Appendix G76

Appendix H77

Awards77

Appendix I78

Professional Development78

1.00 NAME

1.10

The name of the Association shall be the National Science Education Leadership Association (NSELA), that is an Affiliate of the National Science Teachers Association. NSELA is a non-profit association incorporated in the State of Texas.

2.00 PURPOSE

2.10

The National Science Education Leadership Association (NSELA) was formed as a not-for-profit organization to promote leadership in science education.

2.20 GOAL

The Association promotes leadership in science education: by organizing annual professional learning and leadership institutes; by publishing newsletters, a journal, position statements, and other publications; connects and supports emerging and experienced leaders through a strong collegial network and our membership directory, and is a voice for leaders in science education.

The Association encourages similar state or local science education organizations to become affiliated for a common purpose (see [Section 8](#)). The Association also promotes leadership through its annual Awards program (see [Section 11.3](#)).

2.30 STRATEGIC PLAN

NSELA shall make organizational decisions based on its current Strategic Plan. Decisions outlined in the plan will be acted upon, unless during review it is determined it is necessary to delete or modify the action in the plan. The Strategic Plan should be reviewed, updated annually, and approved by the Board. Revisions will be made as needed. See [Appendix A](#).

Policies:

3.00 MEMBERSHIP

3.10 MEMBERSHIP

Membership in this association is open to all individuals or leaders in science education and individuals who are advocates of science education.

3.20

A Membership Chairperson will be appointed by the President-Elect to a three-year term as aligned with committee cycling to handle all membership matters and oversee the Membership Committee. See Job Description in [Appendix B](#).

3.30 REGISTRAR

The organization also retains a Registrar who keeps and updates all membership information, sends renewal notices and maintains the current membership list. The Registrar is an ex-officio member of the Membership Committee.

The Registrar also handles registration for the Leadership Summit and the Summer Leadership Institute. In the absence of a Registrar the Membership Chair or their designee shall assume these responsibilities. The Registrar is a position that is compensated when the NSELA budget allows. See Job Description in [Appendix B](#).

3.40 TYPES OF MEMBERSHIP

There are three types of membership: Active, Senior, Life as described in Article III Section 2 in the bylaws.

Active Member - any member who is presently involved in science leadership.

Senior Member - any member who has reached the age of 65 may continue to be a member of NSELA at a reduced membership rate providing that he/she has been an Active Member for the preceding three years. Senior Members will have all the rights and privileges of an Active Member.

Life Member - Presidents of NSELA, upon completion of their term, will be awarded a Life Membership in NSELA. There shall be no dues for a Life Member. Life Members will have all the rights and privileges of an Active Member.

3.50 NEW MEMBERS

New members receive a mailing with a welcome letter and back issue of the Science Educator Journal.

3.60 MEMBERSHIP RETENTION

When a membership expires, email reminders are sent:

(these reminders are sent by the Registrar, and by Regional Directors as a follow-up)

2 months before membership expires

1 month before membership expires

In the month that membership expires

1 month after membership expires

2 months after membership expires

3 months after membership expires and removed from list

A letter is mailed:

In the month that membership expires

3 months after membership expires and removed from list

Regional Directors will support member retention by contacting those in their region whose membership is expiring, and encourage those members to renew.

3.70 MEMBERSHIP LIST

The membership list is provided to the presidential chain and regional directors on a monthly basis and to other officers and board members by request.

3.80 SELLING THE MEMBERSHIP LIST

The membership list may be sold to other organizations only by approval of the Board.

4.00 ADMINISTRATION

4.10 BY-LAWS

The By-laws are the legal governing document of the Association, and are posted on the NSELA website. They may be changed and amended according to the procedures set forth in the By-laws in Article XII. [Link to Bylaws here.]

4.20 REGIONS

The Association will divide the membership into six regions, which will include the 50 states, US Territories, and other countries. These regions are adjusted by the Board of Directors, as needed, to match the distribution of our members. The Regions are designated Regions A, B, C, D, E, and F.

Region A: Region A Includes ME, NH, VT, MA, RI, CT, PA, NJ and NY

Region B: Region B Includes DE, MD, DC, MI, OH, IN, KY, WV and VA

Region C: Region C Includes TN, NC, SC, AL, GA, FL, AR, MS, LA and Caribbean

Region D: Region D Includes TX, OK, NM, AZ, UT, CO and all of Canada and Latin America

Region E: Region E Includes NE, KS, MO, ND, SD, MN, IA, WI and IL

Region F: Region F Includes CA, NV, HI, OR, WA, AK, ID, MT, WY and all international members

4.30 BOARD OF DIRECTORS

The National Science Education Leadership Association is governed by a Board of Directors as described in the By-laws.

4.31

The Board of Directors consists of: Officers, and Regional Directors, the Executive Director if in the approved budget, the Professional Development Coordinator if in the approved budget, the NSTA Representative, and Committee Chairs.

4.32

The Board of Directors is elected by the membership and governs the Association. See Article IV in the By-laws. [Link to the Bylaws here.] The election is held in December and is open to all Association members. New Board Members are notified in January, to allow time for them to make arrangements to attend the Spring Board Meeting for orientation. New Board Members take office in June.

4.33

The NSELA Executive Committee consists of:

- President,
- President-Elect,
- Retiring-President,
- Secretary,
- Treasurer,
- Executive Director

4.34

Ex-officio members of the Board: The Executive Director, Professional Development Coordinator, NSTA Representative, and Committee Chairs. Ex-officio members are able to make motions and take part in Board discussions. Ex-officio members serve as non-voting members of the Board.

4.35 NSELA STANDING COMMITTEES

Standing Committees are ongoing committees that advise the Board. Standing Committees may include: Affiliates, Awards, Finance, Informal Education, Marketing, Membership, Multicultural, Nominations/Elections, Professional Development, Position Statements, Public Relations, Publications, Safety, and/or other committees determined by the Board. The term of service for the Standing Committee Chair and members is a three-year cycle with the option for reappointment. The Chair is appointed by the President-Elect and seeks out members to serve on the committee.

4.40 STANDING COMMITTEE CHAIR JOB DESCRIPTIONS

Standing Committee Job Descriptions are located in [Appendix C](#).

4.45

Other Committees and Commissions are appointed by the President and serve at the pleasure of the Board. Job descriptions for Committee Chairpersons are in an appendix of this document and also on the NSELA website. A listing of committees is available in an appendix of this document, and on the NSELA website. [Link to Appendix C.

4.50 NSELA TASK FORCES

Task Forces are short-term ad hoc groups that focus on a specific topic or issue. Examples may include: STEM Education, Job Descriptions, Operations Manual, Technology, and/or other groups as determined by the Presidential Chain or the Board at large. The Task Force is initiated by the President, who appoints the Task Force Chair and seeks out NSELA members to serve, or delegates appointments to the Task Force chair.

5.00 EXECUTIVE DIRECTOR

5.10 DUTIES

The Association may have an Executive Director appointed by the Board, or make an agreement with an outside management services contractor. Some duties assigned to Board members in the Operations Manual may be transferred to the Executive Director by way of provisions in the ED contract. The job description for Executive Director and term of appointment are located in [Appendix C](#).

5.20 SALARY

Duties, salary, and expenses will be determined by the Board and agreed to in a written contract to be reviewed annually.

5.30 ANNUAL REVIEW

The performance of the Executive Director will be reviewed each year at the annual meeting during a closed session. A copy of the performance assessment will be given to the current Executive Director at the end of the session.

6.00 NSELA CODE OF ETHICS

The Board of Directors of the NSELA recognizes there are rules of ethical conduct that must be observed if a high degree of moral conduct is to be secured and if the membership confidence is to be maintained. The rules of ethical conduct of this organization shall be followed by all members of the Board of Directors and NSELA Staff. Standing Committee Chairs, Task Force Leaders, and members of these committees are held to the same Code of Ethics as NSELA Board members and Staff.

The NSELA Code of Ethics shall be reviewed by all members of the Board and Staff on a yearly basis and upon appointment to a Standing Committee or Task Force. Board members, staff, and committee members will sign an acknowledgement they have read, understand, and agree to abide by the NSELA Code of Ethics.

Code of Ethics.

See Appendix D for a signable copy of the Code of Ethics.

No Board or NSELA Staff member shall directly or indirectly, solicit any gift or accept or receive any gift whether in the form of money, service, travel, entertainment, hospitality, or in any form, under circumstances in which it could reasonably be inferred the gift was intended to influence him/her or could reasonably be expected to influence him/her in the performance of his/her official duties or was intended as a reward for any official action on her/his part.

No Board or NSELA Staff member shall disclose confidential information acquired by her/him in the course of her/his official duties or use such information to further her/his personal interest.

No Board or NSELA Staff member shall receive, or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter that is before the Board.

Any Board or NSELA Staff member who has, will have, or later acquires an interest in any actual or proposed interest with another person, organization or corporation that might pose a conflict of interest shall disclose the nature and extent of such interest in writing to the President and Executive Director as soon as he/she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of the records of the organization. "Interest" means a direct or indirect monetary or material benefit. Once disclosure has been made by a member of the Executive Board with respect to an interest with a particular person, corporation or association, no further disclosure needs to be made.

Any Board or NSELA Staff member who shall knowingly and intentionally violate any of the above may be censured, suspended or removed from office. Any of these actions requires a 2/3 vote of the voting members of the Board.

7.00 COLLABORATIVE AND ENDORSEMENT POLICIES

7.10

All proposals for use of the name of the National Science Education Leadership Association (NSELA) must be presented to the Board of Directors for approval.

7.20

NSELA shall make position statements only on matters that are clearly deemed to be of significance to science education/and or science leaders. All official position statements of the NSELA must be approved by the voting members of the Board of Directors.

7.30

Proposed NSELA projects, activities, and partnerships, including joint activities proposed by other groups, shall be evaluated to ensure consistency with the purpose and structure of the NSELA, and shall be approved by the Executive Committee, and if deemed necessary the entire Board of Directors.

8.00 AFFILIATIONS

8.10 AFFILIATIONS

NSELA may affiliate with groups and organizations whose purposes are similar, and are consistent with the mission and goals of the NSELA through the process set forth in this document.

8.20 AFFILIATES OF NSELA

NSELA is an affiliated organization of:

- NSTA,
- AAAS, and
- NARST

[Link to Appendix E]. also link to the organizations websites.

8.21 NSTA ALLIANCE OF AFFILIATES

Through affiliation with NSTA, NSELA's President or designee sits on the Alliance of Affiliates (AoA). The current practice is a three-year rotation. Details can be found in Appendix E. [Link to a list of Affiliates in Appendix E.]

Refer to Article VIII Section 1 in NSELA's Bylaws for details.

8.22 NSTA PROFESSIONAL DEVELOPMENT DIRECTOR

Also in affiliation with NSTA, NSELA will have the NSTA Professional Development Director sit on the NSELA Board of Directors as a non-voting ex-officio member. Members of NSELA are encouraged to run for the NSTA Professional Development Director position. If any active Board member is so elected, they will in turn resign their NSELA Board position. This is in agreement with NSTA.

8.23 NSELA AAAS

Designee to attend the Annual AAAS meeting. This representative is appointed to three-year term by President. (American Association for Advancement of Science.)

8.24 NARST

8.30 AFFILIATES TO NSELA

NSELA invites local, state, national, and international organizations that have similar interests to become affiliates. Groups wishing to become affiliates of NSELA must submit an application and be approved by a vote of the Board of Directors. There is no affiliation fee. The process for becoming an affiliate can be found on the NSELA website.

Current affiliates of NSELA are listed on the website, and in Appendix E Affiliate Benefits are described in Appendix E. [[Link to Appendix E](#)]

8.40 PARTNERSHIPS WITH NSELA

NSELA invites local, state, national, and international organizations that have similar interests to become partners. Groups wishing to become partners of NSELA will submit a memorandum of understanding and be approved by a vote of the Board of Directors. Partnership agreements are negotiated as opportunities arise.

Procedures:

9.00 MEETINGS

9.10 ANNUAL MEETING

The Association will have at least one annual meeting of the membership.

9.11 SPRING BOARD MEETING

The Board may have their business meeting prior to the Annual Membership meeting. The Association will meet in conjunction with the National Science Teachers Association (NSTA) National Conference on Science Education.

9.12 MONTHLY CONFERENCE CALLS

Monthly conference calls will be held regarding Association business. The meeting day and time will be determined by the Board.

9.13 FALL BOARD MEETING

A second Board meeting may be held in association with a NSTA fall area conference, at a site to be determined by the President.

9.20 MEETING LOCATIONS

The Executive Director or President's Designee, in consultation with NSTA, will determine the physical locations of the Board and Annual meetings. The Executive Director or President's Designee will be responsible for procuring a hotel room block for NSELA, along with all meeting logistics.

9.30 MEETING AGENDA

The President will set the agendas for Board and Annual meetings with the assistance of the Executive Director. The Board of Directors and Committee Chairs will submit any recommendations or motions to be acted upon by the Board. It is recommended that committees do the majority of their work prior to these meetings. Any motions or recommendations can be supported by brief summaries.

9.40 MEETING DOCUMENTS

The Executive Director and/or President's Designee will prepare meeting documents for every member of the Board prior to the meetings. These documents will include the date, time and location of the meeting; the agenda; call-in information; any motions and recommendations to be made to the Board; as well as any other items to be brought to the Board. The Board documents should be available to the Board members one week in advance of the meeting.

9.45 BOARD REPORTS

Annual Board Reports will be filed by all Board Members in preparation for the Spring and Fall Board meetings. A request for these reports will be made two months in advanced, and the reports shall be filed no later than one month prior to the Board Meetings. A form for this report is located in [Appendix F](#).

9.50 CONDUCT OF MEETING

9.51 ROBERT'S RULES OF ORDER

The President will conduct all meetings in accordance with the most recently copyrighted Robert's Rules of Order or other meeting guide decided upon by the Board.

9.52 PARLIAMENTARIAN

A Parliamentarian will be appointed by the President to ensure proper procedures are followed according to Robert's Rules of Order or other approved meeting guide. This position is held at the pleasure of the President and is honorary only.

9.53 QUORUM

A majority of those eligible to vote will constitute a quorum. Voting members include the Regional Directors and the Elected Officers. Chairs of committees and other non-elected members of the Board of Directors do not have a vote but can make and second motions. This follows the rationale that Committee Chairs are more familiar with their committee workings than others and therefore in a better position to make a motion.

9.60 EMERGENCY PROCEDURES

9.61 EXECUTIVE COMMITTEE

On certain occasions when actions are necessary between Board meetings, the Executive Committee (officers) will function as the governing body of the Association. This Committee shall include the President, President-Elect, Past-President, Secretary, and Treasurer. The Executive Director will also be a non-voting, ex officio member of the committee. Any decision made by the Executive Committee will still have to be approved by the Board. When Executive Committee sessions are in regards to Employee Issues, the employee under discussion is excused from the meeting.

9.62 SPECIAL BALLOTING

In the event that a Board vote is necessary between meetings, the President may poll the Board either by phone, mail, or by electronic means. This vote shall be recorded by the Secretary as an official action by the Board.

9.70 MINUTES

The Secretary will take minutes of all meetings, using any type of recording device or any other assistance, and will send these minutes to all Board members at least a week before the following meeting.

10.00 FINANCIAL PROCEDURES

10.10 BUDGET

An annual budget will be prepared by the Treasurer or financial designee with the assistance of the Executive Director and will be reviewed by the President, Past-President and President-Elect, and the Finance Committee in early September for input. The Board will approve this budget no later than the Fall Board Meeting or a Fall conference call. The Board will receive the budget for review at least one month prior to the meeting. The budget can be amended at other meetings, but only if funds are available. Deficit budgets are not allowed.

10.11 MEMBERSHIP DUES

The membership dues are determined by Board action.

See [Appendix G](#) for fee information.

10.12 ADVERTISERS FEES

The advertising fees are determined by Board action.

See [Appendix G](#) for fee information.

10.13 SPONSORSHIP FEES

The sponsorship fees are determined by Board action.

See Appendix E for fee information. Unexpected sponsorship opportunities can be determined by Executive Committee action. See [Appendix G](#) for fee information.

10.14 EVENT FEES

The fees for NSELA events are determined by the Board.

See [Appendix C](#) for fee information. (Fees are set by determining the total hotel charges, and dividing that amount by the number of participants. Sponsors and partner income is separate.)

10.15 PROJECTED INCOME

Projected income from NSELA Dues, Advertisers Fees and NSELA events are the basis of the annual budget. Sponsorship fees may be used as income in the year following the sponsored event, to ensure the money is in the NSELA account before the event fees and annual budget are determined.

10.20 FISCAL YEAR

The fiscal year will be from January 1 until December 31.

10.30 BANK ACCOUNTS

Bank accounts may be set up in the home area of the Treasurer or the financial designee. The Treasurer or financial designee shall ensure access to any accounts by having the President, President-Elect, and the Executive Director as co-signatories on the account. The co-signatories will not be allowed to withdraw or spend any funds from the accounts except in the event that the Treasurer or financial designee is incapable of doing so and with the consent of the Board. The signature cards shall be updated as new Board members are elected, preferably at the Spring Board Meeting.

10.40 FISCAL AGENT

The Treasurer or financial designee shall act as the fiscal agent of the Association. Any bank statements or other financial statements of the Association will be mailed to the Treasurer and the financial designee. All financial records will be kept by the Treasurer and the financial designee, including the budget, all credits for reimbursements, tax records, and any other fiscal records.

10.50 AUDITS

The fiscal agent will keep all records and accounts open for an informal audit by the Board or for official audits by an independent accounting agent. Any official audits will also take place at a time and place determined by the fiscal agent. Frequency of these audits is at the discretion of the Board and when needed to meet the requirements of the IRS tax code and/or granting agencies.

10.60 REIMBURSEMENT

10.61 DEFINITION

Certain expenses of the Board and Executive Committee may be reimbursed. These amounts are to be determined each year in the budget, based on the availability of funds. Reimbursement forms will have to be filed with the fiscal agent before reimbursement can be made. See Reimbursement Forms in [Appendix G](#).

10.62 DIRECTORS

Board members are eligible for reimbursement of expenses related to attending face-to-face Board meetings. Reimbursement for the Board meetings is dependent on completion of the Annual Board Reports. Reimbursement is also connected to time in attendance. In order to receive half-day reimbursement it is necessary to attend for a minimum of 2.5 hours, for full-day reimbursement it is necessary to be in attendance for a minimum of 5 hours.

10.63 EXECUTIVE DIRECTOR

The Executive Director will receive reimbursement for business expenses occurring as part of his/her job, and for which the reimbursement forms have been completed. These business expenses and travel reimbursements will be determined in the contract with the Executive Director and approved by the Board.

10.64 OTHER EXPENSES

The Association will not be responsible for any expenses not listed in the budget unless these exceptions have been approved by the Executive Committee of the Association.

10.70 TAXES

The Treasurer is to maintain all tax records in accordance with the regulations for a 501(c)(3) organization. It will also be the duty of the Treasurer or financial designee to file yearly tax statements to the IRS. This duty may be transferred to the Executive Director by way of his/her contract.

10.80 INVESTMENTS

The Board may see fit to invest part of the Association's assets into interest bearing accounts. While the accounts may bring revenue to the association, these accounts must be set up in such a way that the Association can get to the principal in a timely manner if the need arises. Any and all investments are to be handled by the Treasurer or financial designee, with reports made at all the meetings as part of the budget report. All records and statements of the accounts are to be held by the Treasurer or financial designee. Any investing or changes in the accounts must be done with the approval of the Board, with input from the Finance Committee.

11.00 MEMBERSHIP SERVICES

11.10 PUBLICATIONS

11.11 NEWSLETTER

An important communication tool of the Association is its newsletter The Navigator. The Navigator Editor shall be appointed by the President and will serve at the pleasure of the Board. The Editor will be responsible for publishing the newsletter. The Editor will set deadlines for articles to be published and inform the Board of these deadlines. The newsletter is emailed to members and is available to members and non-members on the NSELA website.

11.12 JOURNAL

The Association will publish a scholarly journal, The Science Educator, at least once a year. The Editor will be appointed by the Executive Committee to an undesignated term and will serve at the pleasure of the Board. The Editor will be responsible for soliciting articles, setting up a panel of referees, publishing and distributing the journal. The Board will determine any stipend.

11.13 DIRECTORY

A Membership directory will be published in the “Members Only” section of the Association’s website. The directory will contain a list of members and their contact information. A Leadership Team directory, along with contact information, will be listed on the NSELA website.

11.14 NSELA WEBSITE

NSELA shall host a website, developed and maintained by the Webmaster. The website shall have a “Members Only” section with restricted access. See Job Description in Appendix C. [Link to Appendix C]

11.15 OTHER SOCIAL MEDIA

NSELA shall host other social media sites, developed and maintained by the Webmaster.

11.16 OTHER PUBLICATIONS

Other publications may be published by the Association as the Executive Board may see fit.

11.20 POSITION STATEMENTS

In the event the Association wishes to state its position on issues relevant to the field of science education or science education leadership, it may do so through the development of position statements. These statements are developed through a committee whose chairperson is appointed by the President and serves at the pleasure of the Board. Position statements are written by the committee and approved by the Executive Board. As new position

statements are approved by the Board, they will be posted on the NSELA website. These position statements should be reviewed on a periodic basis, but no less often than every five years, to see if they conform to current issues. Any non-relevant statements may be rescinded with Board approval.

11.30 AWARDS

11.31 COMMITTEE

An Awards Committee will be established by the Association whose Chairperson is appointed by the President and serves at the pleasure of the Board. The Committee will select recipients for the Association's awards. See [Appendix H](#) for details, applications, and rubrics.

11.32 THE OUTSTANDING SCIENCE EDUCATION LEADER AWARD

This is the oldest and most prestigious award given by NSELA. The recipient will come from the membership and the award is given to that person who has shown outstanding leadership in science education. No active Board member may receive this award until they have retired from the Board for at least two years.

11.33 OUTSTANDING ADMINISTRATIVE SUPPORT AWARD

This award will be given to an administrator, whose primary responsibility is outside of the area of science instruction, who supports the science program in their school or district. No active Board member may receive this award until they have retired from the Board for at least two years.

11.34 EMERGING LEADER SCHOLARSHIP

This award is given to emerging leaders to assist with funding for attendance at the Summer Leadership Institute.

12.00 PROFESSIONAL DEVELOPMENT

12.10 ANNUAL LEADERSHIP SUMMIT

The Association will hold an annual National Leadership Summit (LS) in conjunction with the National Science Teachers Association's National Conference. The LS will be held preceding the first day of the NSTA conference. The chairperson of the national LS will be the past-President of the Association working with the Professional Development Committee Chair, and Executive Director.

12.20 AREA LEADERSHIP SUMMIT

The Association may hold an area LS preceding an NSTA Area Conference if the Board grants approval.

12.30 SUMMER LEADERSHIP INSTITUTE

All programs are developed by the Professional Development Committee, reviewed by the Board, and are subject to any guidelines imposed by the Board, Executive Director and Professional Development Coordinator. The Institute will be self-supporting and will have as its purpose the promotion of leadership in science education. Conference fees may be charged for participants, but the Association encourages other funding to cover much of the costs.

12.35

NSELA may work with national, state, or local organizations or groups who may wish to co sponsor the Summer Leadership Institute. Interested groups must present proposals to the Board for approval. Such group must work in coordination with the Professional Development Committee Chair, the President, and the Executive Director. The potential for losses and gains, as well as liabilities, will be negotiated by the sponsoring organizations.

APPENDIX

APPENDIX - TABLE OF CONTENTS

Appendix A - Strategic Plan - Section 2

Appendix B – Membership - Section 3

- Membership Services
- (who to contact, how to join, etc.?)

Appendix C - Job Descriptions - Section 4

Appendix D - Code of Ethics - Section 6

Appendix E – Affiliates - Section 8

Appendix F - Board Reports - Section 9

Appendix G - Financial Procedures - Section 10

- Fees

Dues

- Advertisers Fees
- Sponsorship Fees
- Event Fees
- Reimbursement Forms

Appendix H - Awards - Section 11

Appendix I - Professional Development - Section 12

- Leadership Summit Checklist
- Summer Leadership Institute Checklist
- Webinars Checklists
- Conference workshops ~ Workshop Templates

APPENDIX A - STRATEGIC PLAN

APPENDIX B - MEMBERSHIP

APPENDIX C - JOB DESCRIPTIONS

JOB TITLE: AFFILIATES COMMITTEE CHAIR

Term of Service: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-Voting Board Member

Major Function or Purpose of Committee: The function of the Affiliates Committee is to encourage collaboration among and coordinate communication with potential and existing affiliates of the Association. The committee is composed of the Chairperson and committee members who serve in a three year cycle.

Duties:

Board Duties

- Attend all meetings of the Board of Directors
- Submit reports as required of all board members
- Participate in monthly conference calls
- Notify the President if unable to fulfill specific board duties

Chairperson Duties

- Identify potential committee members and encourage online application for committee membership
- Work with President-Elect to replace committee members as 3-year appointments end
- Maintain regular communication with committee members
- Identify, organize, and facilitate committee tasks
- Facilitate and encourage submission of relevant articles to the Navigator newsletter in order to promote communication with affiliates and facilitate opportunities for potential affiliations

Specific Affiliates Chairperson and Committee Tasks

- Develop, update, and coordinate the affiliation process
- Maintain ongoing communication with existing affiliates
- Identify potential new affiliates and communicate the benefits of affiliation
- Coordinate collaborative efforts between NSELA and its affiliates, as well as among NSELA affiliates
- Collaborate with the Membership Committee on ways to enhance membership through affiliates

JOB TITLE: AWARDS COMMITTEE CHAIR

Term of Service: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-Voting Board Member

Major Function or Purpose of Committee: The function of the Awards Committee is to nominate and select recipients for awards sponsored through NSELA that reflect NSELA standards of leadership such as the Prentice Hall Outstanding Leadership in Science Education (LISE) and the Kendall Hunt/NSELA Outstanding Administrator Support Award (OASA). Committee members evaluate and select Emerging Science Education Leader Scholarship (ESELS) recipients for partial support to attend the Summer Leadership Conference. The committee is composed of the Chairperson and committee members who serve in a three-year cycles

Duties:

Board Duties

- Attend all meetings of the Board of Directors
- Submit reports as required of all board members
- Participate in monthly conference calls
- Notify the President if unable to fulfill specific board duties

Chairperson Duties

- Identify potential committee members and encourage online application for committee membership
- Work with President-Elect to replace committee members as 3-year appointments end
- Maintain regular communication with committee members, Board, ED, and webmaster
- Identify, organize, and facilitate committee tasks
- Submit relevant articles to the Navigator newsletter related to award descriptions, nominations, and recipients
- Specify one time specific awards and facilitate committee evaluation and selection process
- Solicit nominations, provide application materials, and complete the selection process for awards sponsored through NSELA
- Update/prepare and distribute materials including award description and nomination forms; instructions, checklist, and ranking forms; letters and certificates
- Notify award recipients and unsuccessful candidates
- Coordinate award presentation ceremonies and recognition materials for NSELA events during the annual NSTA Conference with the NSELA ED, Professional Development Coordinator, Pearson representative, Kendall Hunt representative and award recipients
- Maintain communication with award sponsors regarding award program planning, selected awardees, and attendance at the awards events

JOB TITLE: DIVERSITY COMMITTEE CHAIR

Term of Service: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-Voting Board Member

Major Function or Purpose of Committee: The function of the Diversity Committee is to enhance membership and leadership to reflect the diversity of the country and to support the needs of our diverse science education constituency, including teachers and students. The chairperson facilitates this work, identifies potential projects that address these goals, and completes aligned tasks assigned by the President. The committee is composed of the Chairperson and committee members who serve in a three year cycle.

Duties:

Board Duties

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Chairperson Duties

Identify potential committee members and encourage online application for committee membership

Work with President-Elect to replace committee members as 3-year appointments end

Maintain regular communication with committee members

Identify, organize, and facilitate committee tasks

Facilitate and encourage submission relevant articles to the Navigator newsletter related to opportunities to support diversity within the organization and inform the membership about ways to meet the needs of diverse learners

Specific Diversity Chairperson and Committee tasks

Identify and recommend individuals to run for office and/or serve as committee chairs/members who would enhance diverse representation in our leadership

Work with the Public Relations and Membership Committees to identify ways in which to enhance the diversity of the membership

Identify and/or develop materials for use on the website or at conferences that support leaders working with diverse populations

Work with the Professional Development Committee to identify potential presenters and/or presentations for NSTA Area and National Conferences, as well as the PDI, that are aligned with the committees goals

JOB TITLE: FINANCE COMMITTEE CHAIR

Term of Service: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-Voting Board Member

Major Function or Purpose of Committee: The major function of the Finance Committee is to facilitate and provide a system of checks and balances that supports the authority, functions, and responsibilities of the treasurer and ensures NSELA of sound fiscal oversight. This includes forming and convening the finance committee, meeting regularly with the treasurer to review monthly income and expenses, reviewing and providing input on major expenses, budget development, stipends, and contracts, and making recommendations to the board on these activities. The committee is composed of the Chairperson and 3-5 committee members who serve in a three-year cycle. The treasurer, president, and executive director will serve as ex officio members.

Job Duties:

Board Duties

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Chairperson Duties

Identify potential committee members and encourage online application for committee membership

Work with President-Elect to replace committee members as 3-year appointments end

Maintain regular communications with committee members

Identify, organize, and facilitate committee tasks

Facilitate and encourage submission of relevant articles to the Navigator newsletter related to the fiscal health and status of the organization

Specific Finance Chairperson and Committee Tasks

Review all financial matters and make recommendations to the Board

Make recommendations to the board on how to invest NSELA funds to create a financially secure and stable environment.

Establish and ensure the operation of a system of checks and balances

Provide assistance to the treasurer in the fulfilment of duties as outlined in the NSELA by-laws and Standard Operating Procedures.

A review of the annual budget. The finance committee may request information on items and make recommendations for revision to the Board of Directors

Study and recommend to the Board of Directors funds to be allocated to the activities of the association

Receive requests and review anticipated profit/loss budgets for funding new or unbudgeted items from the officers, executive director, or members of the board of directors and then recommend approval or disapproval of such requests

Monitor all expenditures and revenues as they relate to the budget in order to identify emerging financial problems

Study activities such as the SLI and LS supported by the budget and recommend to the officers and the board of directors as appropriate, an order of priorities, including termination of support for budget lines, activities, or programs, based upon costs and effectiveness

Recommend investment policies and procedures and monitor association investments

Assist with the audit process by reviewing responses to the RFO, requesting clarification and information on the submitted report if needed and upon review of the final audit recommending approval to the board of directors

Additional charges may be directed by the President, recommended by the Board, or initiated by the committee and approved by the board

Other financial tasks as may arise

JOB TITLE: INFORMAL SCIENCE COMMITTEE CHAIR

Term of Service: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-Voting Board Member

Major Function or Purpose of Committee: The function of the Informal Science Committee is to strengthen and support the link between informal science learning institutions and schools. The chairperson identifies and facilitates opportunities for science education leaders to collaborate with and learn from informal science learning programs through NSELA. The committee is composed of the Chairperson and committee members who serve in a three year cycle.

Duties:

Board Duties

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Chairperson Duties

Identify potential committee members and encourage online application for committee membership

Work with President-Elect to replace committee members as 3-year appointments end

Maintain regular communication with committee members

Identify, organize, and facilitate committee tasks

Facilitate and encourage submission of relevant articles to the Navigator newsletter related to informal science learning opportunities and issues

Specific Informal Science Chairperson and Committee Tasks

Provide the Board with information about informal science opportunities that would benefit the overall membership

Facilitate connections and collaborations between informal science education institutions and NSELA members

Encourage diverse approaches to professional development within the organization that are not traditionally utilized by school leaders and educators

JOB TITLE: TREASURER

Term of Service: Indefinite

Appointment: Elected position

Board Status: Voting member

Major Function or Purpose of the Position: The treasurer must have in-depth knowledge of the mission and programs of the organization as well as its financial condition, and knowledge of financial accounting for non-profit organizations. The treasurer bears special responsibility for working with the Finance Committee to ensure that the organization is financially sound and that its assets are being used effectively to meet its tax-exempt purpose. The treasurer is the chief financial officer of the organization and must inform the board as to its fiduciary responsibilities.

Job Duties:

Board Duties

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Executive Board Duties

Serve as a voting member

Review information requiring Board approval

Other duties as assigned by the President

Executive Committee Duties

Work with the President, President-Elect and Retiring President to review the annual budget

Serve as cosignatory on bank accounts with the President, President-Elect, and Office Manager

Participate in monthly Executive Committee (Officers) teleconference.

Job-Specific Duties

Chair the Finance Committee

Establish a communication plan among the finance committee, the executive committee, the office manager, the PD coordinator, and the Board of Directors.

Provide necessary training and guidance for the Board of Directors to increase their knowledge of the financial processes in the organization and the fiduciary responsibility of individual board members

Present financial reports to the Board of Directors and the general membership

i. Annual summary presentation to the Board of Directors on the financial health of the organization

ii. Budget summary presentation for the previous fiscal year at the annual spring meeting

iii. Submit the proposed budget for the following fiscal year at the annual fall meeting

Prepare and maintain budgets for the PDI and SLI

Reconcile grant budgets with the overall NSELA budget

Manage bank checking account and money market account

i. Record monthly deposit/expense updates

ii. Contribute financial updates on monthly conference calls as requested

File taxes in a timely manner

JOB TITLE: SCIENCE EDUCATOR JOURNAL EDITOR

Term of Service: Undesignated

Appointment: Appointed by the Board

Board Status: Non-voting Board Member

Major Function and Purpose of the Journal Editor: NSELA will publish a scholarly journal at least twice a year. The journal is considered a membership service. The editor will be responsible for soliciting articles, setting up a panel of referees, publishing, and distributing the journal.

Responsibilities:

1. Board Duties

Attend all meetings of the Board of Directors

Submit quarterly reports to the Executive Board

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

2. Specific Journal Editor Duties

Publish two editions of the Science Educator annually

- i. Solicit articles for publication in the Science Educator from both inside and outside the Association
- ii. Select an editorial board that will be responsible for reviewing articles submitted to the journal
- iii. Distribute articles to the editorial board for review and communicate with the editorial board throughout the selection process
- iv. Communicate with the authors of articles that have been submitted for publication and/or have been accepted for publication.
- v. Perform final edits to articles selected for publication

Print and distribute the Science Educator in the fall and in the spring each year.

- i. Make procedural and fiscal arrangements for design, printing, distribution of the Science Educator
- ii. Work with printers and vendors to ensure that fiscally responsible decisions are made with regard to the printing and production of the Journal.

3. Correlation of Journal Editor Duties with other positions

Work with the Executive Board to maintain the quality of the Science Educator and to communicate the publication status of the Journal

Work with the treasurer on expenses related to production and maintenance of the Journal

JOB TITLE: MEMBERSHIP COMMITTEE CHAIR

Term of Service: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-voting Board Member

Major Function or Purpose of Committee: The main function of the Membership Committee is to maintain and grow the membership of the organization. The committee actively seeks ideas for retaining current members and increasing membership numbers within the organization. The Chairperson organizes efforts toward this end and also works with committee members to ensure that membership records are current and accessible to the Executive Board and Regional Directors. The committee is composed of the Chairperson and committee members who serve in a three year cycle.

Duties:

Board Duties

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Chairperson Duties

Identify potential committee members and encourage online application for committee membership

Work with President-Elect to replace committee members as 3-year appointments end

Maintain regular communication with committee members

Identify, organize, and facilitate committee tasks

Facilitate and encourage submission of relevant articles to the Navigator newsletter in order to promote and maintain organization membership

Specific Membership Chairperson and Committee Tasks

Solicit ideas and suggestions for the purpose of increasing membership and providing more and better services to NSELA members

Ensure the continuity of membership in the organization through the performance of tasks related to the maintenance and growth of the membership

- i. Maintain and update the organization's membership records
- ii. Submit membership budget and records to the Executive Board and Regional Directors on a regular basis
- iii. Work to recruit new members by personal contact or by utilizing state lists, professional journals, and other science publications
- iv. Work with the Public Relations chair and the Office Manager to disseminate membership materials to potential new members
- v. Work with the Webmaster to disseminate membership information on the NSELA website

JOB TITLE: NAVIGATOR NEWSLETTER EDITOR

Term of Service: Three Year - Renewable

Appointment: Appointed

Board Status: Non-voting Board Member

Major Function or Purpose of the Navigator Editor: The Navigator Editor is responsible for producing the newsletter for NSELA. The editor is responsible for soliciting articles for the newsletter from the membership or other relevant sources and organizing them into a coherent and readable document for publication on the NSELA website.

Responsibilities

Board Duties

Attend all meetings of the Board of Directors

Submit quarterly reports to the Executive Board

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Specific Newsletter Editor Duties

Produce the Navigator newsletter a minimum of three times annually

- i. Stay informed of events and developments in the organization in order to create and/or solicit relevant news stories. Make arrangements to obtain photographs from major NSELA events.
- ii. Solicit articles from the Board, general membership, or outside sources via email or other communication tools
- iii. Establish deadlines and send multiple reminders to Board members and others submitting articles for the newsletter
- iv. Provide assistance to people needing help with writing articles
- v. Edit articles for content, spelling, grammar, and format
- vi. Organize the newsletter articles into a logical progression

Work with the webmaster to publish the Navigator online

- i. Create a consistent and readable online newsletter format
- ii. Coordinate opportunities for advertising or sponsorship from outside organizations or companies

Correlation of Navigator Editor Duties with other positions

Consult with the Executive Committee about information that needs to be included in each issue

Work with Webmaster to publish the Navigator

C. Communicate with Board members to stay informed about relevant news in the organization. Encourage Board members to assist with article solicitation from organization contacts and committee members

JOB TITLE: NOMINATIONS AND ELECTIONS COMMITTEE CHAIR

Term of Service: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-Voting Board Member

Major Function or Purpose of Committee: The main function of the Nominations and Elections Committee is to work to ensure there is a full slate of qualified nominees for each year's election. The chairperson organizes efforts toward this end. The Nominations and Elections committee consists of the Chairperson, the Regional Directors, the President, and the Past President. The Nominations and Election committee members are activated only if there are more than two nominees for a given office.

Duties:

Board Duties

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Chairperson Duties

Work with President-Elect to replace committee chair as 3-year appointment ends

Maintain regular communication with the Board

Convene the Nominations Committee to select two candidates for the ballot for each office open in the upcoming election

Ensure that the ballot is organized and submitted to the Webmaster in a timely manner

Maintain records of nominees for the ballot, successful candidates, and voting percentages

Write an article for each edition of the Navigator newsletter to announce offices open for election, to encourage nominations, and to acknowledge incoming and outgoing officers and directors

Specific Nominations and Elections Chairperson and Committee Tasks

Notify the board and membership of the positions open each year

Perform tasks that ensure the leadership related to the Officers and Regional Directors in the organization

i. Work to recruit nominees for the ballot by personal contact, working with the board, contacting individuals in other organizations, and by submitting articles soliciting nominations in the newsletter and on the website

ii. Work with the Webmaster to disseminate Nominations and Elections information as needed on the NSELA website

JOB TITLE: PRESIDENT- ELECT

Appointment: Elected position

Board Status: Voting member

Major Function or Purpose of the Position: The President-Elect represents NSELA at the direction of the President, promotes NSELA, and provides continuity to the NSELA Executive Committee and the NSELA Board. S/he advises the President and assists in matters aligned with personal areas of expertise.

Duties:

Board of Director Duties:

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfil specific board duties

Executive Board Duties:

Serve as a voting member

Review information requiring Board approval

Prepare articles for the association newsletter

Other duties as assigned by the President

Executive Committee Duties:

Work with the President and Retiring President to review the annual budget

Serve as cosignatory on bank accounts with the President, Treasurer, and Executive Director

Assume the presidency at the annual business meeting at the end of the term as President-Elect

Assume the presidency if the President is unable to complete his/her term of office

Participate in monthly Executive Committee (Officers) teleconference.

Maintain communication among the Presidents

Other Required Job-Specific Duties:

Represent the NSELA President at Area Conferences and other events as directed by the President

Serve or appoint annually a member of NSELA to serve on the NSTA AoA

Appoint committee chairpersons and committee members as aligned with committee cycling

Work with the President to notify all candidates of election results prior to the Annual Membership Meeting

Work with the professional development coordinator selection of NSELA program presentations for Leadership Summit, Summer Leadership Institute, and NSTA area and national conferences

JOB TITLE: PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR

Term of Service: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-Voting Board Member

Major Function or Purpose of Committee: The Professional Development Committee is one of the highly visible 'faces' of NSELA. The committee sees that the organization serves the needs and interests of those who participate in professional development provided through NSELA. The Chairperson is responsible for coordinating all aspects of the PDI, SLI, and sessions at NSTA conferences, including overseeing such tasks as: program development, communication with presenters and facilities, coordination with the Office Manager and Public Relations chair, and communication with the board. The committee is composed of the Chairperson and committee members who serve in a three year cycle.

Duties:

Board Duties

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Chairperson Duties

Coordinate tasks of the Professional Development Committee

Identify potential committee members and encourage online application for committee membership

Work with President-Elect to replace committee members as 3-year appointments end

Maintain regular communication with committee members

Identify, organize, and facilitate committee tasks

Facilitate and encourage submission of relevant articles to the Navigator newsletter related to professional development opportunities

Specific Professional Development Chairperson and Committee Tasks

PDI - Completes all tasks as outlined in the toolkit related to:

Pre-planning

On-site coordination

Post-event responsibilities

SLI - Completes all tasks as outlined in the toolkit related to:

Pre-planning

On-site coordination

Post-event responsibilities

NSELA sessions at NSTA

Coordinate NSELA-sponsored events at the NSTA National Conference

Work with the officers to coordinate the NSELA-sponsored sessions at the three NSTA Regional Conferences

JOB TITLE: PUBLIC RELATIONS COMMITTEE CHAIR

Term of Service: Suggestion: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-voting Board Member

Major Function or Purpose of Committee: The major function of the Public Relations Committee is to promote favorable relationships that support the growth and visibility of the organization. This includes identifying potential sponsors, facilitating communication with existing sponsors, and working with the Webmaster and publications positions to generate positive and relevant information about the organization for distribution to current and potential members of the organization. The committee is composed of the Chairperson and committee members who serve in a three year cycle.

Board duties

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Chairperson Duties

Identify potential committee members and encourage online application for committee membership

Work with President-Elect to replace committee members as 3-year appointments end

Maintain regular communication with committee members

Identify, organize, and facilitate committee tasks

Facilitate and encourage submission of relevant articles to the Navigator newsletter in order to promote positive perceptions of NSELA and highlight the accomplishments of the organization

Specific Public Relations Chairperson and Committee Tasks

Generate publicity brochures, announcements, and/or flyers that promote the organization and can be distributed to current, new, and potential members

Seek out avenues for distribution of publicity information about the organization beyond the website (list-serves, other organizations, state and national networks, etc.)

Create and disseminate press releases related to core NSELA professional development activities and election results

Identify sponsors and sponsorships for the organization and professional development activities. Facilitate communication between potential and existing sponsors, the Board of Directors, and the Professional Development Coordinator

JOB TITLE: SAFETY COMPLIANCE OFFICER

Term of Service: Three-year cycle, with option for reappointment

Appointment: Appointed by President-Elect

Board Status: Non-Voting Board Member

Major Function or Purpose of Position: The safety compliance officer provides assistance/support for the organization's Board of Directors and the NSELA membership relative to safety in the science classroom/laboratory/field. He/she helps the organization stay current with regard to legal safety standards and better professional safety practices. This includes but is not limited to assistance in writing safety position papers, safety columns for the newsletter, safety review of programs by presenters at NSELA leadership conferences, review of NSELA photos and articles for publications relative to safety, reply to safety inquiries from membership, etc.

Duties:

Board Duties

Attend annual meetings of the Board of Directors

(annual meeting only save special request by President for other Board of Directors meetings)

Submit reports as required of all board members

Participate in monthly conference calls, when needed as requested by the President.

Notify the President if unable to fulfill specific board duties

Specific Safety Compliance Officer Tasks

Assist the Board with writing safety position papers

Submit safety columns to the Navigator newsletter

Perform safety reviews for programs presented at NSELA leadership events

Review photos and publication materials for safety and legal concerns

Advise the Board of Directors on other matters related to safety as they arise

JOB TITLE: SECRETARY

Term of Service: Three-year cycle

Appointment: Elected position

Board Status: Voting Member

Major Function or Purpose of the Job: The main function of the Secretary is to record the proceedings of the organization, both face to face and via electronic means of communication, maintain these records for the duration of the term of office, and facilitate the transition of records to the successor.

Job Duties:

Board Duties

Attend all meetings of the Board of Directors.

Submit reports as required of all board members

Participate in monthly conference calls. Contact President if unable to record conference call minutes.

Notify the President if unable to fulfill specific board duties

Executive Board Duties

Serve as a voting member

Review information requiring Board approval

Prepare minutes summary for inclusion in the Navigator in the issue following meetings

Other duties as assigned by the President

Executive Committee Duties

Read and respond in timely manner to all board communication

Prepare documents as needed by the Presidential chain or the Executive Board

Review proposals, organizational documents, or other materials as needed by the Presidential chain

Conduct duties as outlined in the Articles of Incorporation and the Bylaws of NSELA

Maintain a copy of all approved minutes

Assist the President in preparing documents for the Executive Board Meeting held during the NSTA Annual Convention if needed.

Job-Specific Duties

Participate in NSELA Spring Board Meeting, record and distribute minutes from annual Spring Board Meeting for comment, within 30 days of the meeting. Distribute corrected minutes along with the Spring Motion Matrix to the board within 60 days of the meeting

Prepare and deliver a report to the membership at NSELA's Annual Spring Business Meeting in conjunction with NSTA's National Conference.

Take minutes at annual membership business meeting.

Participate in NSELA Fall Board Meeting, record and distribute minutes from Fall Board Meeting for comment, within 30 days of the meeting. Distribute corrected minutes along with the Fall Motion Matrix to the board within 60 days of the meeting.

Attend monthly officer calls as scheduled.

Record and distribute minutes from monthly conference calls. Add any motions made during conference calls to the Motion Matrix in place at the time. (Fall or Spring)

Record and distribute minutes and motion matrix from special sessions e.g. work days, strategic planning sessions, or other organizational meetings.

JOB TITLE: TREASURER

Term of Service: Indefinite

Appointment: Elected position

Board Status: Voting member

Major Function or Purpose of the Position: The treasurer must have in-depth knowledge of the mission and programs of the organization as well as its financial condition, and knowledge of financial accounting for non-profit organizations. The treasurer bears special responsibility for working with the Finance Committee to ensure that the organization is financially sound and that its assets are being used effectively to meet its tax-exempt purpose. The treasurer is the chief financial officer of the organization and must inform the board as to its fiduciary responsibilities.

Job Duties:

Board Duties

Attend all meetings of the Board of Directors

Submit reports as required of all board members

Participate in monthly conference calls

Notify the President if unable to fulfill specific board duties

Executive Board Duties

Serve as a voting member

Review information requiring Board approval

Other duties as assigned by the President

Executive Committee Duties

Work with the President, President-Elect and Retiring President to review the annual budget

Serve as cosignatory on bank accounts with the President, President-Elect, and Office Manager

Participate in monthly Executive Committee (Officers) teleconference.

Job-Specific Duties

Chair the Finance Committee

Establish a communication plan among the finance committee, the executive committee, the office manager, the PD coordinator, and the Board of Directors.

Provide necessary training and guidance for the Board of Directors to increase their knowledge of the financial processes in the organization and the fiduciary responsibility of individual board members

Present financial reports to the Board of Directors and the general membership

i. Annual summary presentation to the Board of Directors on the financial health of the organization

ii. Budget summary presentation for the previous fiscal year at the annual spring meeting

iii. Submit the proposed budget for the following fiscal year at the annual fall meeting

Prepare and maintain budgets for the PDI and SLI

Reconcile grant budgets with the overall NSELA budget

Manage bank checking account and money market account

i. Record monthly deposit/expense updates

ii. Contribute financial updates on monthly conference calls as requested

File taxes in a timely manner

JOB TITLE: WEBMASTER

Term of Service: Three-year contract based on annual review

Appointment: Contracted Position

Board Status: Non-Board Member

Major Function and Purpose of the Webmaster: The Webmaster sets up and maintains the official NSELA website. The Webmaster manages posts to the website and works with other members of the NSELA Board to upload information at designated times or as needed. Communication within the organization that is conducted through the website is managed by the Webmaster.

Responsibilities:

Board Duties

Board of Directors meetings are optional for the Webmaster

Participation in monthly conference calls is recommended but not required for the Webmaster

The Webmaster works closely with the Executive Board to ensure that the website reflects the most current information for the organization and that the information is presented in a manner that will represent the professional mission and vision of the organization.

Correlation of Webmaster duties with other positions

Works closely with the Executive Committee to ensure effective communication and to post accurate information to the website

Works closely with the Professional Development Coordinator to post information about the PDI, SLI, and other PD events as it becomes available

Works closely with the Office Manager and Professional Development Coordinator to set up registration forms and collectors for online registration, and make arrangements for online payment options

Works closely with the Membership Committee to maintain current membership information on the website

Works closely with the Navigator newsletter editor to upload the newsletter

Specific Website Duties

Keep Leadership Team list and contact information up to date

Keep online membership list and information up to date

Set up and promote online elections

Establish and maintain online registration and payment capabilities for the organization

Format and load the Navigator Newsletter

Establish and maintain internal email capabilities

i. Set up distribution systems and lists that allow Board members to send email to one another and to association members as individuals and groups

ii. Send emails to membership promoting NSELA events as requested by the Executive Committee

Establish and maintain online document sharing capabilities (Google Docs, DropBox, etc.) for Board collaboration and communication

Write tech support column for the Navigator newsletter

Maintain other website content as needed or directed by the Board

- i. Announcements and general information
- ii. Regional map and links
- iii. Calendar
- iv. Discussion Boards
- v. Resource links
- vi. Online networking platforms

APPENDIX D - CODE OF ETHICS

APPENDIX E - AFFILIATES

APPENDIX F - BOARD REPORTS

Board Report

Name:

Best Email Contact:

Phone Number:

1 Goals (short-term and long term) for committee work or promoting NSELA (insert below)

2 Strategies/activities you have developed/are developing to reach these goals (insert below)

3 Suggestions, recommendations, issues, activities, newsletter items, website, etc. (insert below)

4 Executive Board meeting items, area of concern, or motions (insert below)

5 Possible candidates for NSELA officers and/or committee members (insert below)

6 Other items for consideration (insert below)

APPENDIX H - AWARDS

