

OPEN Council & Subcommittees Roles & Responsibilities

Revised February 8 and 15; April 27, 2005; July 7, 2005

Specific Responsibilities of the President:

- Represent OPEN to outside agencies and individuals in official capacity
- Work to support the continued development of OPEN
- Schedule and facilitate Council meetings
- Facilitate OPEN general meetings
- Present Annual Report to membership with financial, program, membership components
- Signatory on bank account
- Provide support to the financial officer and secretary
- Ensure committee work is completed in a timely fashion
- Facilitate communication between council members
- Act as the Council's liaison to the Program committee (attendance not required)

Specific Responsibilities of the President-Elect:

- Fulfill the duties of the president in his/her absence
- Support the president in performing the work of the council
- Review List Serve postings including job announcement and other communications

Specific Responsibilities of the Past President:

- Advise the President and Council on policy matters
- Revise the policy and procedures manual, as needed
- Prior to Annual General Meeting, make sure By-Laws and other official documents are up to date
- Chair Nominating Committee to recruit a slate of officers for the AGM election
- Oversee OPEN's election process
- Act as Council's liaison to the membership committee (attendance not required)

Specific Responsibilities of the Secretary:

- Take minutes at all OPEN general meetings and Council meetings
- Distribute meeting minutes to Council members
- Act as the Council's liaison to the membership committee (attendance not required)
- Maintain and update the OPEN calendar of events
- Operate the List Serve and be the 1-2-3 Signup official contact
- Maintain files of official documents, including archives
- Recruit, supervise Webmaster to maintain the www.oregoneval.org web site
- Handle correspondence

Specific Responsibilities of the Financial Officer:

- Maintain the bank account:
 - Facilitate updating of signatures
 - Pay bills in a timely fashion
 - Deposit cash, checks in a timely fashion
 - Balance accounts
- Maintain bookkeeping and accounting system
- Process Membership Applications and Fees
 - Check P. O. Box regularly
 - Coordinate with Membership Chair regarding membership
 - Maintain a log of correspondence
- Prepare and maintain an annual organizational budget
- Prepare regular financial reports for the OPEN council (informal) and Open membership (annual report)
- Provide recommendations regarding fees for OPEN events
- Coordinate fee payments for OPEN events
- Ensure required tax-related paperwork is processed

Overall Role of the Member Services Committee:

To recruit members, develop and communicate membership benefits to current and potential members, to ensure quality communications between and among OPEN members, and to ensure that OPEN continues to meet the needs of its diverse membership.

Specific Responsibilities of the Member Services Committee Chair:

- Recruit committee members and schedule and chair regular committee meetings
- Ensure deadlines are met
- Ensure that all committee responsibilities are fulfilled
- Maintain a list of Council members and contact information
- Coordinate with Financial Officer as needed
- Maintain membership database in coordination with Financial Officer
- Maintain and publish a Membership Directory
- Attend OPEN Council meetings as Ex Officio voting member
- Coordinate with Program Committee as needed to meet Membership Committee charge
- Recruit and supervise Newsletter Editor

Specific Responsibilities of the Member Services Committee:

- Develop membership benefits and strategies to engage members and friends
- Coordinate and troubleshoot membership issues (both individual and collective)
- Respond to Inquiries Re: OPEN Membership, and be knowledgeable about the profiles of OPEN Members
- Provide support to Program Chair for OPEN Regular Meetings and Events:
- Assure that letters acknowledging receipt of dues and membership applications are sent
- Send welcome letters to new members

- Organize display and exhibits table at OPEN and AEA meetings (flyers, announcements, extra copies of hand-outs from previous meetings, copies of free reports or other relevant evaluation materials that attendees bring and would like to share)
- Plan and implement networking opportunities at regular meetings in coordination with Program Committee
- Develop and produce a Newsletter
- Conduct outreach and recruitment to potential members and other related professional organizations, such as: professional, academic, government and community based organizations, and students

Overall Role of the Program Committee:

To plan and implement high-quality OPEN meetings and events (including the Annual Conference), ensuring a variety of educational, informational, and networking activities that respond to members' needs and which highlight the Council's annual theme.

Specific Responsibilities of the Program Committee Chair:

- Recruit Program Committee members and schedule and chair regular meetings
- Ensure planning deadlines are met
- Ensure that all committee responsibilities are fulfilled
- Ensure that program communications are sent in a timely fashion
- Outline event meeting agendas, flow and timeframes, including time for questions.
- Provide background information to speakers on OPEN, characteristics of audience, what OPEN attendees will be interested in hearing
- Encourage creative ideas for engaging participants and providing opportunities for interaction in concert with Member Services Committee
- Attend OPEN Council meeting as Ex Officio voting member

Specific Responsibilities of the Program Committee:

- Determine meeting and event topics and presenters
- Solicit presentations from membership for both the Annual Conference and other events
- Contact and recruit presenters
- Seek sponsors for events
- Coordinate a pre-meeting session with presenters to ensure that they are prepared. Handouts are strongly recommended, as are prepared overheads, etc.
- Review all documents prior to posting on the web following presentations
- Ensure logistical needs (room, AV, speaker, etc) are met for meetings and events
- Write meeting announcements and distribute to secretary
- Adhere to timelines for communications and program planning
- Event Chairs send written thank you letters to presenter(s)
- Plan, organize and sponsor social opportunities for OPEN Members
- Design, implement, analyze and report on meeting and event evaluations:
 - Review questions with Council
 - Provide a brief report of results at next Council Meeting and next regular OPEN meeting
 - Give appropriate feedback to speaker(s)

Specific Responsibilities of the Student Representative:

- Act as a liaison between students and the Open Council and committees, providing student members with a voice in the organization.
- Plan and implement the spring OPEN student meeting, providing Oregon and SW Washington graduate students interested in evaluation access to information related to the field of evaluation, career options/possibilities, and networking opportunities.
- Attend monthly Open Council Meetings, in addition to other committee meetings, as necessary, representing student interests.
- Work with the Council, committees, and the general membership to identify mentoring and internship opportunities for students interested in gaining entry into the field and/or developing evaluation skills.

Specific Responsibilities of OPEN Webmaster (as a volunteer, member position):

- Report to and receive instructions from Secretary.
- Provide information to and communicate with the membership and public-at-large via the World Wide Web (web).
- Transform electronic files into a format for the web.
- Maintain and update information on the website.
- Be primary access person to the server space/web host and domain name for security and consistency purposes, and therefore, the only person to control server permissions, email accounts, and any other web host/server responsibilities.