Penguin on Stamps Study Unit

Officer Job Descriptions

In addition to the duties spelled out in the Constitution and By-Laws of the Unit the following Individual

job descriptions will be for each elected and appointed officer of the unit. Job descriptions can be changed/modified by the Board of Directors with a 2/3 vote. Ratification of membership is not required.

It should be generally understood that regardless of the specific duties outlined below, that help from all officers/board members in attendance is always appreciated and anticipated.

**Duties of Officers:**

President:

 The President is generally seen as the overseer of the Penguins on Stamps Study Unit. As such he/she will share

 joint checking privileges with the Treasurer/Membership Secretary to insure access to the account in case of an

 emergency.

 The President will serve as Representative to the American Topical Association (ATA) and the American

 Philatelic Society (APS). Annual reports from each association will be completed and submitted by the

 President with input from the Treasurer/Membership Director.

 In preparation for Annual Meeting the President shall:

 - Formulate, with the cooperation of the Vice President an agenda for Annual Meetings to

 be shared with board members for additional input one month prior to Annual Meeting.

 - Make reservations/arrangements with a local restaurant for a POSSUM Dinner and promote

 dinner through *The Rookery Report* and Face Book Page. Request POSSUM membership to

 make reservations through you so ample seating can be arranged.

 - Recruit sponsor(s) for the booth and (solicit) appropriate signage for sponsor(s). (Signage done

 through the ATA Headquarters or APS Headquarters depending on sponsorship of the Show.)

 - Create/recruit the program for the Annual Meeting, with approval of the Unit’s Board of Directors.

 Related to the program would be responsibility for:

 - Contacting speaker(s).

 - Arrange for audio-visual equipment if needed.

 - Submit program information to The *Rookery Report* and Face Book Coordinator plus other

 appropriate philatelic media outlets.

 The President, with support of the entire board, will update each year the information provided the

 General Secretary to the flash drive in his/her possession to keep the historical records of The Penguins

 on Stamps Study Unit accurate.

 The President shall submit to the Treasurer/Membership Director a budget to cover administrative and/or

 Annual Meeting expenses for her/him to carry out the responsibilities of the office. This will be done in conjunction

 with Possum fiscal year beginning on April 1st.

Vice President:

 In preparation for Annual Meeting shall:

 - Select/Purchase $30.00 - $45.00 of appropriate door prizes - Preside during awarding of door prizes.

 - Publicize throughout *The Rookery Report* the Stamp Swap.

 *-* Set up Stamp Swap tables at venue if needed. Recruit helpers for Stamp Swap.

 - Publicize the Unit Annual Meeting with fliers in the host hotel and/or venue.

 - Obtain permission from host hotel and/or venue to post flyers.

 - Serve as host/hostess for the meeting.

 - Purchase simple refreshments, i.e., cookies and water

 - Set up refreshment table.

 - Provide necessary paper products.

 The Vice President will update each year the information provided the General Secretary

 to the flash drive in his/her possession to keep the historical records of The Penguins on Stamps

 Study Unit accurate.

 The Vice President shall submit to the Treasurer/Membership Director a budget to cover Annual

 Meeting expenses for her/him to carry out the responsibilities of the office. This will be done in

 conjunction with POSSU’s fiscal year beginning April 1st.

Treasurer/Membership Director:

 Financial Schedules provided to the President quarterly are:

 Budget(s) and related income and expenses.

 Schedule of pre-paid dues.

 Submit names of Individuals making donations and amount of those donations.

 The Treasurer/Membership Director will work with all other officers to prepare a draft budget for

 all expenses, which are then due to the Treasurer/Membership Director prior to the start of

 Possum fiscal year. Upon receipt of budget input from all appropriate officers, the Treasurer/Membership

 Director shall submit a budget proposal for the year in a timely manner to the Board under the following

 categories:

 - Annual Meeting

 - General and Administrative (donations, supplies, correspondence, business cards, etc.)

 - Website and social media (associated fees and charges, etc.)

 - Publications (printing and mailing cost for *The Rookery Report* and checklist.)

 - Membership (printing, mailing and correspondence costs related to new members and collection

 of dues from existing members.)

 - Treasurer/Membership Director (bank fees, checks, correspondence, postage. etc.)

 The Treasurer/Membership Director shall then categorize all expenses under one of the budgets

 categories and any expenditure exceeding one of these 6 budget categories by $50.00 or more shall be

 referred to the Board for approval before payment or reimbursement.

 Prior to the Annual Meeting, the Treasurer/Membership Director shall confer with all

 officers who had input to the Annual Meeting portion of the budget to see if all expenses are still on

 track. The Treasurer/Membership Director shall then report this information to the Board for

 possible action if necessary.

 Prepare for distribution during Annual Meeting a Financial Report to include:

 - Balance Sheet

 - Income/Expense Statement

 - Cash Flow Statement

The Treasurer/Membership Director shall provide new members a New Membership packet in a timely manner. The New Member Packet should include:

 - Welcome letter to Unit from Treasurer/ Membership Director and/or President.

- Include Helpful web sites in Welcome letter.

 - Membership card.

 - Penguins on Stamps Checklist.

 - Last two issues of *The Rookery Report*.

 - Magazine article from Stanley Gibbons by Lanspeary.

 - Prime Dealer/Website Listings.

 - History of the Study Unit compiled by Lynn Vernon.

 - Block of 4 Czechoslovakia stamps featuring Penguins or other appropriate issues.

 - *The Rookery Report* Index.

 - Page fillers on “Advice for a Penguin”, “Walk like a Penguin” and " Know Your Penguin”.

 - Flyer on next National Topical Stamp Show (when available from ATA).

 - Appropriate Hand Outs from previous Annual Meetings.

 Being that our ‘membership year’ is formulated as being from April 1st to March 31st of the subsequent year,

 the following will be adhered to:

 - Anyone joining in year ‘A’ between April 1st and June 15th, will have their membership expire on March 31st

 of subsequent year ‘B’ unless renewal has been made.

 - Anyone joining in year ‘A’ between June 16th and March 31st of year ‘B’ will be entitled to have their

 membership through March 31st of year ‘C’ unless renewal has been made.

 The Treasurer/Membership Director shall inform the Newsletter Editor and Journal Coordinator of receipt

 of new membership form(s), providing the contact information of the new member(s), and, after updating the

 member list (POSSUMListxisx), including the presence of a signed Privacy Form, forward signed membership

 form(s) to the General Secretary not less than annually. The Treasurer/Membership Director will also share the

 updated member list with the Newsletter Editor and Journal Coordinator not less than quarterly.

Prepare for distribution during Annual Meeting a Membership report to include:

 - Net gain of membership, break-down by country, type of membership.

 - Percentage of membership in American Topical Association and American Philatelic Society.

 - Break-down of electronic vs conventional mail of *The Rookery Report*.

 The Treasurer/Membership Director will update each year the information provided the General

 Secretary to the flash drive in his/her possession to keep the historical records of The Penguins on Stamps

 Study Unit accurate.

 The Treasurer/Membership Director shall submit a budget to cover Annual Meeting and/or

 Administrative expenses for her/him to carry out the responsibilities of the office of

 Treasurer/Membership Director. This will be done in conjunction with POSSU’s fiscal year

 beginning April 1st.

General Secretary:

 In preparation for Annual Meeting the General Secretary shall:

 Be responsible for registration of members and guest(s). Secure extra help to distribute

 hand-outs and other materials pertaining to the Annual Meeting.

 Arrange for a photographer to take a group picture and assist in recording names by row for

 proper identification. Appropriate picture(s) shall be submitted to Editor of *The Rookery Repot*

 for publication in next newsletter*.*

 The General Secretary will maintain a Historical notebook.

 The Historical notebook will include:

 - Show Program.

 - Agenda from Annual Meeting

 - Minutes from most current and all previous Annual Meeting and Board Meetings.

 - Treasurer/Membership Director Report(s).

 - Ratified copies of the Constitution and By-laws when applicable.

 - Current Job Descriptions.

 - Any other related material that might be deemed of historical importance to the Unit.

 The General Secretary will create and then maintain three flash-drive Archive records of The Penguins

 on Stamps Study Unit – one to be forwarded to the President; the second to the Vice President and the third

 maintained by the General Secretary. Updating each year will be forwarded to the President and Vice

 President to help ensure the Archive records of The Penguins on Stamps Study Unit are protected.

 The General Secretary will maintain three flash drives for New Member Applications, with

 signature, provided by the Treasurer/Membership Director. The Privacy Act file, showing status of

 membership who has not provided such, will be updated annually and a copy sent to the President

 and Vice President for security of records. Third copy will be maintained by the General Secretary.

 The General Secretary shall submit to the Treasurer/Membership Director a budget to cover Annual

 Meeting and/or administrative expenses for her/him to carry out the responsibilities of the office.

 This will be done in conjunction with POSSU’s fiscal year beginning April 1st.

**Duties of Appointed Officers:**

Newsletter Editor:

 The Newsletter Editor is responsible for maintenance of The Units “Logo” files. The President and

 Face Book Coordinator will have copies of the files. Other officers can request access to the files

 from the President.

 The Newsletter Editor will provide the Study Unit advertisement for the *Topical Time* and Program Book

 advertisement for the Great American Stamp Show when called for . . . usually when an Annual

 Meeting is called for.

When called for the Newsletter Editor working with the Treasurer/Membership Director will design a colorful, attractive and informative membership/application flyer for distribution at local stamp clubs and regional stamp shows. The cost of producing this membership/application flyer will be included in the administrative budget of the Treasurer/Membership Director. Flyer will be available at Annual Meeting for distribution to the membership.

In preparation for Annual Meeting the Newsletter Editor provides for distribution to the membership an Updated Edition of *The Rookery Report* Index. In cooperation with the Journal Coordinator the Index will be electronically forwarded to the membership. Hard copies will be available during Annual Meeting for members without computers. Only after Annual Meeting will hard copies of the Index along with other materials pertaining to the Annual Meeting will be mailed to members without computers.

 The Treasurer/Membership Director will forward the appropriate information regarding new member(s)

 to the Newsletter Editor. Upon being notified of new member(s) the Newsletter Editor will publish the

 appropriate information in the next issue of *The Rookery Report.*

The Newsletter Editor shall submit to the Treasurer/Membership Director a budget to cover Administrative and/or Annual Meeting expenses for her/him to carry out the responsibilities of the office. This will be done in conjunction with POSSU’s fiscal year beginning April 1st.

Web Master

 The Web Master is responsible for maintaining and modifying the Unit’s website as well as adding

 information to the web site provided by the various officers of the Unit.

 The Web Master will submit to the Treasurer/Membership Director a budget to cover Administrative

 expenses for her/him to carry out the responsibilities of the office. This will be done in

 conjunction with POSSU’s fiscal year beginning April 1st.

Face Book Coordinator:

 Administration of the page includes:

 - Moderating discussions in the group, deletion of spam and inappropriate content.

 - Managing group member request to prevent spammers from accessing the group.

 - Members are asked three questions prior to joining the group to try to prevent spamming.

 - Initiating discussions in the group to encourage members to participate.

 - Announcing POSSUM and hobby news to promote penguin philately and the hobby in general.

 - Responsibilities will/may change as the technology platform evolves.

 The Face Book Coordinator shall submit to the Treasurer/Membership Director a budget to

 cover administrative expenses for her/him to carry out the responsibilities of the office. This will be

 done in conjunction with POSSU’s fiscal year beginning April 1st.

Checklist Coordinator:

 The functions of the Checklist Coordinator are the regular upkeep of the Possum Stamp Checklist

 including all new issues that are issued by countries Worldwide. In addition, The Checklist Coordinator

 will submit to the Newsletter Editor a quarterly listing of the new updates to the checklist in a timely manner.

 A complementary subscription of Linn’s Stamp News will be provided at the expense of the

 Study Unit. The Checklist Coordinator will voucher the expense.

 The Checklist Coordinator is responsible for electronically mailing the Possum Stamp Checklist

 to the Journal Coordinator for distribution of the Possum membership approximately two weeks

 prior to the Annual Meeting if said meeting is planned. When no Annual Meeting is planned,

 the checklist must be made available electronically during the month of August. Hard copies

 will be mailed to those not having a computer.

Newsletter (*The Rookery Report*) Coordinator:

 The Newsletter Coordinator has primary responsibility for distribution of the quarterly newsletter, *The Rookery*

 *Report,* to membership in good standing. In additional to the membership copies are forwarded, at no

 expense, to the American Topical Association (ATA) Unit Coordinator, the American Philatelic Research

 Library (APRL) and Rocky Mountain Research Library (RMRL).

 The Treasurer/Membership Director will forward the appropriate information regarding new member(s)

 to the Newsletter Coordinator. The Newsletter Coordinator will add/subtract members from the distribution list

 of the newsletter as warranted,

 In cooperation with the Newsletter Editor and Checklist Coordinator the Annual Updated *The Rookery*

 *Report* Index and Updated Penguin Stamp Checklist will be electronically forwarded to the membership two

 weeks prior to Annual Meeting. Hard copies will be mailed to members without computers.

 Ten (10) hard copies of the Annual Updated Index and Updated Penguin Checklist will be provided

 for New Member Packets distributed during Annual Meeting.

 The Newsletter Coordinator shall submit to the Treasurer/Membership Director a budget to

 cover anticipated costs for the year in mailing *The Rookery Report* in addition to any costs that might

 be incurred in the preparation of materials for the Annual Meeting. This will be done in conjunction

 with POSSU’s fiscal year beginning April 1st.

6/19/2023

6/16/23