

## Officer & Committee Chair Duties

### Chair

---

The Chair shall

- Serve as the chief officer of the OPC
- Preside at meetings of the OPC
- Oversee general management of the affairs of OPC
- Ensure that all official decisions and actions of the OPC are implemented

The Chair authorizes payment of funds for OPC financial obligations. (This procedure includes initialing and dating invoices, which are then forwarded to the OPC fiscal agent for payment.)

The Chair shall schedule meetings of the OPC and ensure that the location and time of each meeting is publicized to the membership.

The Chair shall annually appoint chairs for the Standing Committees. The Chair shall appoint such other committees and task forces as deemed necessary, and assign responsibilities to each. The Chair is ex officio member of all committees and task forces. The Chair may refer business to each committee and task force. The Chair will chair the Executive Committee.

The Chair has primary responsibility for preparing the agenda for each meeting, in consultation with the Chair-Elect. The Chair may seek input from the other officers and committee chairs when drafting the agenda to ensure that all issues and any necessary reports relevant to their offices or their committees are included. The agenda is issued electronically a month before the meeting.

The March and November quarterly OPC membership meetings are held in Columbus. The May and September quarterly OPC membership meetings are often held at locations outside of Columbus. The chair works with the host site to assist in arranging lunch, tours, guest speakers and other program details which are included with the agenda.

The Chair will facilitate the annual transfer to the OPC archives two (2) copies of documents of historical importance, i.e. agendas, minutes, reports, legal documents, publications, photographs, etc from the officers and committee chairs.

### Chair-Elect

---

The Chair-Elect shall be in training to serve as Chair and shall be nominated to serve as Chair the year following the term as Chair-Elect. In the absence of the Chair, it shall be the duty of the Chair-Elect to perform the duties of the Chair, preside at meetings of the Council; and perform such other duties as ordinarily pertain to this office.

Vacancy in the office of the Chair shall be filled by the Chair-Elect.

The Chair-Elect shall form a Nominating Committee prior to the November meeting in the second year of the two-year term, to prepare a slate of nominated officers to be distributed via WALTER two weeks before the November meeting at which elections shall be conducted.

The Chair-Elect serves on the Executive Committee, which is comprised of all officers and Standing Committee Chairs.

The Chair-Elect is expected to work with the Chair regarding agendas and meeting particulars, and other operational business of the Council. The Chair-Elect should assist with Standing Committee business, as well as postings to WALTER and the OPC website.

## Secretary

---

"The Secretary shall be responsible for the official records of the Council. It shall be the duty of the Secretary to record and preserve the minutes of Council meetings, making them available to the membership in a timely manner following each meeting, and perform such other duties as ordinarily pertain to this office. Upon retirement from office, the Secretary shall turn over all original Council records and property to the archives. Copies of Council records and property necessary for the timely continuation of Council business shall be turned over to the successor."

(OPC Bylaws, Article IV, Section 3, C)

At the beginning of each Council meeting, the Secretary should circulate an attendee sign-in sheet in order to record members and guests present at the meeting. The sign-in sheet should record the attendees' names and institutional affiliations (if any). It is helpful to produce a printed form with lines and columns for recording this information.

The Secretary's primary responsibility at Council meetings is to record the minutes of the meeting. The minutes should reflect the structure and content of the meeting and should record motions put forward and their outcomes. The minutes are not, however, meant to serve as a verbatim transcription of the meetings, but rather a summary of business conducted, discussions held, and decisions made. In general, meeting minutes should be no longer than 2-3 pages in length and should include headings that reflect the structure of the meeting agenda.

Draft meeting minutes should be shared with the membership of OPC within 2-4 weeks following each meeting. Draft meeting minutes are distributed via the WALTER email list. It is advisable to provide multiple formats (including plain text) to accommodate varying software used by members.

Minutes will be considered for approval as submitted or as amended at the following Council meeting.

Although the draft meeting minutes for each meeting are distributed electronically following the meeting, it is advisable to produce some printed copies for review at the next meeting, in case some attendees have not been able to view the draft minutes prior to the meeting.

The Secretary shall have an up-to-date printed copy of the OPC Bylaws available for consultation at each Council meeting.

The Secretary shall submit to the OPC Archives two (2) printed copies of the following documents at the end of each year of his or her term:

1. Meeting Agendas
2. Approved Meeting Minutes

## Membership Liaison

---

At the beginning of the first year of the term the Membership Liaison oversees a mass mailing using mailing lists from other organizations such as the Society of Ohio Archivists, the Ohio Historical Society, OPLIN and ALAO. During the second year of the Membership Liaison term a smaller mailing to just OPC members is overseen early in the year.

The Membership Liaison shall investigate the services of a mail house to handle membership mailings. This may also potentially include "special" mailings that may be needed for membership purposes.

The Membership Liaison shall maintain accurate records of all payments of membership renewals received. OHIONET, the OPC fiscal agent, sends membership and payment records to the Membership Liaison on a regular basis.

Two weeks prior to each quarterly meeting, the Membership Liaison shall request copies of current OPC financial activity reports from OHIONET. Reports include checking account activity and fund balance, investments, income from membership dues, fees, and other revenue sources, and all disbursements.

The Membership Liaison makes copies of these reports and distributes them at the quarterly meetings and gives a brief review of membership activities.

The Membership Liaison maintains a supply of mailing supplies, stationery, envelopes, etc. and notifies the Chair when supplies need to be reordered. All remaining supplies are relinquished to the Membership Liaison's successor.

## Committee Chair Duties

### Education & Programs

---

The Education and Programs committee develops educational and training opportunities that include programs and materials that support the mission of the Council, and which keep the membership abreast of trends, developments, resources and techniques in the profession.

The Education and Programs Committee develops guidelines, and monitors opportunities for fiscal, marketing, or participatory support of programs and events sponsored under auspices other than the Council that may be appropriate for the Council's collaboration.

The Chair represents the committee at regular OPC meetings and presents updates of the committee's work.

The Chair may serve on behalf of the committee in meetings and/or discussions outside the regular OPC meeting schedule for the purposes of event planning or any other applicable and relevant activities.

### Finance

---

The Finance committee prepares a budget of estimated income and estimated expenditures for the next year and submits it to the Council for adoption at the November regular membership meeting.

The Finance committee reviews the dues schedule and submits a recommendation for the next year to the Council for adoption at the November regular membership meeting.

The Finance committee recommends for consideration by the Council fiscal policy and procedure necessary for the smooth coordination of Council operations with the fiscal agent.

The Chair shall receive copies of the financial reports sent to the Membership Liaison and the Chair two weeks prior to each quarterly meeting by OPC's fiscal agent.

### Local Arrangements

---

The Chair of the Local Arrangements Committee (LAC) leads and coordinates the activities and responsibilities of the LAC.

The OPC Bylaws state "The Local Arrangements standing committee shall coordinate all conference planning activities, working in conjunction with the education and programs standing committee. Responsibilities include site selection and set-up; working with facility managers, caterers, and program presenters; arranging for volunteers to assist at Council-sponsored events; and conducting an annual review of the Local Arrangements Committee Handbook." (OPC Bylaws, Article IV, Section 6, C)

The Chair of the LAC appoints additional member to the committee on an annual basis or as needed.

At quarterly OPC meetings, the LAC Chair reports on the activities and progress of the LAC and also presents action items for discussion and approval by vote, if appropriate.

The LAC Chair should review the LAC Handbook on at least an annual basis to ensure that the document is up-to-date and reflects current practice. This review should include an annual updating of the Regional List of LAC Volunteers (Appendix I, LAC Handbook). Any needed changes should be made in a timely manner. Substantive changes should be brought before the OPC for review, discussion, and a vote, if appropriate.

The LAC chair should ensure that at least two complete copies of all symposia programs and other historically significant documents produced by the LAC are submitted to the OPC archives.

## Marketing & Outreach

---

Article VI, Section 6, Subsection D of the Ohio Preservation Council Bylaws states that The Marketing and Outreach standing committee shall actively work on member recruitment, partnering with all appropriate agencies to promote the Council and its mission. The committee shall have primary responsibility in developing, providing content for, and preparing for publication Preservation Issues, the quarterly publication of the Council. The committee shall coordinate ongoing and unified public relations activities to promote the Council to funding resources and the general public. Activities may include statewide press releases, assisting members working with local editorial boards, partnering and collaborating with agencies whose missions support Council goals for advocacy efforts. The committee shall oversee maintenance of the Council's website by the Webmaster.

In fulfilling responsibilities for marketing, the chair shall

1. Saturate the market through all appropriate print, non-print and electronic formats to introduce the Council to the widest possible audience with the goal of keeping the public informed about Council activities and recruiting members.
2. Work with the Education and Programs and Local Arrangements committees to coordinate materials to market workshops and symposia in order to reach the widest possible audience appropriate for the specific event.
3. Maintain the Council's website to keep content current; seek and develop new content that supports the mission of the Council, is relevant to the membership, and serves as a resource for institutions or individuals with preservation needs.
4. Solicit, edit and make available in an appropriate format Preservation Issues to identify and explore trends in preservation, share members' expertise and professional activities and achievements, and report on Council events and programs.
5. Seek entities and organizations with related or shared missions and goals with whom to collaborate marketing efforts to add value for each membership pool.
6. Develop marketing materials that can be distributed to members for use in local public relations efforts and with local editorial boards to promote knowledge and understanding of preservation.