

# Role Descriptions

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[Marketing Officer](#)

[Membership Coordinator](#)

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[President](#)

[Secretary](#)

[Treasurer](#)

[Volunteer Coordinator](#)

[Monster Corps Coordinator](#)

[Budget Committee](#)

## Directors

Responsibility	Description/Notes/Questions
insurance (shopping)	
provide support for leaders	Back decisions and authority of fellow leaders
Recruit officer leaders	Recruit officers and director candidates.
Thursday get together	<ul style="list-style-type: none"><li>Defer for solution dev - Directors responsible for finding and driving that solution</li><li>Task requires hosting skills and thorough knowledge of the space and org functions</li></ul>
Reviewing state of the org	Needs process and/or documentation
business growth	<i>Description needed</i>
manage escalation of problems or ideas	<i>Process needed for how and what problems get escalated to the board</i> <ul style="list-style-type: none"><li>Problems with an officer peeps go to board</li><li>Board is who it gets escalated to</li></ul>
dealing with existential problems (problems with the existence of the org, risk management)	Address concerns as revealed OR not addressed by the Mission, vision and values
check on performance	Officers within their defined roles ( <i>how often? How reviewed?</i> )
set expectations of roles	<ul style="list-style-type: none"><li>Communicate the authority delegated to officer to the membership</li><li>Stand behind the decisions we make</li></ul>
defining roles	<ul style="list-style-type: none"><li>Review new roles and role creation</li><li>Review and confirm existing role descriptions for leadership roles</li></ul>
drive vision and goals (the big F thing)	<ul style="list-style-type: none"><li>Drive practical application of Mission, vision and values</li></ul>

	<ul style="list-style-type: none"> <li>Develop and communicate goals</li> <li>Collaborate with officers to develop goals</li> </ul>
<b>setting culture</b>	<ul style="list-style-type: none"> <li>Sets culture according to the mission, vision and values</li> <li>Promote volunteerism</li> <li>Promote volunteerism as solutions to challenges</li> <li>Affirm mission, vision and values - review/change as needed</li> </ul>
<b>Contribute to financial decision making</b>	<ul style="list-style-type: none"> <li>Work with team and budget committee</li> <li>Set fundraising goal for the year</li> </ul>
<b>Approve Budgets</b>	
<b>Full Member Dismemberment</b>	<ul style="list-style-type: none"> <li>Approves criteria and process for member dismemberment</li> </ul> <p>Pre-BL: Board does full member dismemberment  Post-BL: Membership Coordinator does all member dismemberment</p>
<b>Host Regular Board Meetings</b>	Chairperson of the board

## Fundraising Officer

Responsibility	Notes
<b>Fundraising / grants</b>	<ul style="list-style-type: none"> <li>Delivers on boards annual fundraising goal</li> <li>Works with grant writers and provides or delegates grant reporting requirements</li> <li>Works with fundraising platforms</li> </ul>
<b>drive vision and goals (the big F thing)</b>	<ul style="list-style-type: none"> <li>Work toward goals set by the board</li> <li>Collaborate with the board to set goals</li> <li>Execute policies and decisions based on the mission, vision and values</li> </ul>
<b>Maintaining culture</b>	<ul style="list-style-type: none"> <li>Based decisions on and communicate the mission, vision and values</li> <li>Promote volunteerism</li> <li>Promote volunteerism as solutions to challenges</li> </ul>
<b>ensure compliance (investigative job TBD) 510 c3 govt HR Safety Tax</b>	<p>Fundraising Officer's primary role in compliance is to inform the org about what kinds of things are necessary to obtain funding. E.g. we need a proper Anti-Harassment policy to be considered for Grant X.</p> <ul style="list-style-type: none"> <li>Responsible for doing basic critical thinking in this area including some research and consultation with other officers.</li> </ul>

## Marketing Officer

Responsibility	Notes
<b>Advertising</b>	
<b>Newsletter</b>	Marketing
<b>Maintaining website</b>	Marketing = content
<b>drive vision and goals (the big F thing)</b>	<ul style="list-style-type: none"> <li>Work toward goals set by the board</li> </ul>

	<ul style="list-style-type: none"> <li>Collaborate with the board to set goals</li> <li>Execute policies and decisions based on the mission, vision and values</li> </ul>
<b>setting culture</b>	<ul style="list-style-type: none"> <li>Based decisions on and communicate the mission, vision and values</li> <li>Promote volunteerism</li> <li>Promote volunteerism as solutions to challenges</li> </ul>
<b>ensure compliance (investigative job TBD) 510 c3 govt HR Safety Tax</b>	<p>Marketing Officer's primary role in compliance is in knowing what we're compliant with to fully communicate it in marketing material</p> <ul style="list-style-type: none"> <li>Responsible for doing basic critical thinking in this area including some research and consultation with other officers.</li> </ul>

## Membership Coordinator

Responsibility	Notes
<b>Members onboarding</b>	Includes: automated functions and communications on the website and in house systems
<b>manage membership accounts on website</b>	Key activation and replacement
<b>member services</b>	Answers cries for help by members
<b>member mediation : dealing with problem members</b>	Will need policies and process
<b>dismemberments of members</b>	<p>Pre BL</p> <ul style="list-style-type: none"> <li>Below duties only for provisional members</li> </ul> <p>Post BL</p> <ul style="list-style-type: none"> <li>Develops process for dismemberment for all membership types (full vs. provisional)</li> <li>Sets criteria for dismemberment (gets ratified by the board)</li> </ul>
<b>managing lockers/storage</b>	Steward does storage, membership coordinator does lockers
<b>drive vision and goals (the big F thing)</b>	<ul style="list-style-type: none"> <li>Work toward goals set by the board</li> <li>Collaborate with the board to set goals</li> <li>Execute policies and decisions based on the mission, vision and values</li> </ul>
<b>setting culture</b>	<ul style="list-style-type: none"> <li>Based decisions on and communicate the mission, vision and values</li> <li>Promote volunteerism</li> <li>Promote volunteerism as solutions to challenges</li> </ul>
<b>Post BL: Transition members from provisional to full</b>	Using process approved by the board; developed by Membership Coordinator as well
<b>ensure compliance (investigative job TBD) 510 c3 govt HR Safety Tax</b>	<p>All the compliance related to membership, including materials</p> <ul style="list-style-type: none"> <li>Responsible for doing basic critical thinking in this area including some research and consultation with other officers.</li> </ul>
<b>Billing Notifications</b>	Responsible communicating with members about their bills at the direction of the Treasurer

## Vice President (suggested)

Responsibility	Notes
purchasing	Suggest: VP
stocking supplies	Suggest: VP
moderating our communication platforms (slack)	Suggest: VP Suggest: Rolling member moderators
<b>drive vision and goals (the big F thing)</b>	<ul style="list-style-type: none"> <li>• Work toward goals set by the board</li> <li>• Collaborate with the board to set goals</li> <li>• Execute policies and decisions based on the mission, vision and values</li> </ul>
<b>setting culture</b>	<ul style="list-style-type: none"> <li>• Based decisions on and communicate the mission, vision and values</li> <li>• Promote volunteerism</li> <li>• Promote volunteerism as solutions to challenges</li> </ul>
<b>ensure compliance (investigative job TBD) 510 c3 govt HR Safety Tax</b>	<ul style="list-style-type: none"> <li>• VP's primary role in compliance is to coordinate with Secretary and Treasurer who are the most knowledgeable about what compliance is required.</li> <li>• Responsible for doing basic critical thinking in this area including some research and consultation with other officers.</li> </ul>

## President

Responsibility	Notes
<b>provide support for leaders</b>	Stewards = Basic support as their manager including backing authority with the membership  For officers operational oversight Board to ratify policies and processes
<b>recruit leaders</b>	On point for stewards
<b>asset management</b>	Asset management policy set by President - All org peeps, mostly stewards execute on policy
<b>dealing with regular level of problems (daily : saw a mouse, leaks)</b>	
<b>make contracts on behalf of AMT (LL,vendors)</b>	
<b>liaison with the LL</b>	
<b>insurance (buying)</b>	Lliability
<b>get members</b>	Public Face + Strategy
<b>manage and foster relationships with other hackerspaces (outreach)</b>	
<b>being a public figure</b>	
<b>develop programming/classes (education, how to we benefit the world)</b>	With support of the board
<b>manage stewards</b>	<ul style="list-style-type: none"> <li>• Recruit / Support/ Release</li> <li>• Policies</li> </ul>

	<ul style="list-style-type: none"> <li>Host Meetings</li> </ul> <table border="1"> <thead> <tr> <th>Responsibility</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>manage the hoarding</td> <td>Covered by a steward</td> </tr> <tr> <td>organisation of the tools, things, stuff</td> <td>Through stewards and project leaders</td> </tr> <tr> <td>organisation of the tools, things, stuff</td> <td>Through stewards and project leaders</td> </tr> <tr> <td>maintenance (space, physical, tools)</td> <td>Through stewards, MC resources, and member contributions</td> </tr> <tr> <td>IT services</td> <td>Steward role (sys admin)</td> </tr> </tbody> </table>	Responsibility	Notes	manage the hoarding	Covered by a steward	organisation of the tools, things, stuff	Through stewards and project leaders	organisation of the tools, things, stuff	Through stewards and project leaders	maintenance (space, physical, tools)	Through stewards, MC resources, and member contributions	IT services	Steward role (sys admin)
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<b>ensure compliance (investigative job TBD) 510 c3 govt HR Safety Tax</b>	Responsible for doing basic critical thinking in this area including some research and consultation with other officers.												
<b>Contribute to financial decision making</b>													
<b>manning the shop</b>	Checking the space, ensuring system stay running. Basically who is paying attention												
<b>Report state of the org</b>	Gives report to board												
<b>Tours</b>	For visiting orgs												
<b>Organizing meetups</b>	Further definition needed, possibly VP?												

## Secretary

Responsibility	Notes
<b>setup filing system</b>	Maintain filing system; file things. In particular, track rare institutional knowledge such as the very occasional bans, or issues that should reasonably be private, or reasonably private, to the member concerned.
<b>check mail</b>	And process/file it Can access resources to cause the mail to be checked
<b>Taking notes and publishing them</b>	Board meetings. And/or sets up system for someone else to take and publish these meeting notes.
<b>Processing donations</b>	Treasurer heavily relies on this info
<b>Report state of the org</b>	Gives report to board
<b>drive vision and goals (the big F thing)</b>	<ul style="list-style-type: none"> <li>Work toward goals set by the board</li> <li>Collaborate with the board to set goals</li> <li>Execute policies and decisions based on the mission, vision and values</li> </ul>
<b>setting culture</b>	<ul style="list-style-type: none"> <li>Based decisions on and communicate the mission, vision and values</li> <li>Promote volunteerism</li> </ul>

	<ul style="list-style-type: none"> <li>Promote volunteerism as solutions to challenges</li> </ul>
ensure compliance (investigative job TBD) 510 c3 govt HR Safety Tax	<ul style="list-style-type: none"> <li>Manage all documentation</li> <li>Mail/file all legal paperwork</li> </ul>

## Treasurer

Responsibility	Notes
report financials to the board	
process reimbursements	Except while the accountant is also the Treasurer, in which case the president pays reimbursements
new financial software	
disperse financial information	
discuss financials	
processing everything accounting but not related to bookkeeping	
Bill paying	Except while the accountant is also the Treasurer, in which case the president pays the bills
Drive financial decision making	<ul style="list-style-type: none"> <li>Acts as point person and collaborates with the President and board</li> <li>Policy making around financial decisions</li> </ul>
Budgets	<ul style="list-style-type: none"> <li>Owns process by which the Budget Committee develops Budgets</li> <li>Drives the process/policies</li> </ul>
billing members	<ul style="list-style-type: none"> <li>Sets Policy</li> <li>keeps billing records</li> <li>works with Member Coordinator to communicate about policy and bills and manage accounts accordingly</li> </ul>
drive vision and goals (the big F thing)	<ul style="list-style-type: none"> <li>Work toward goals set by the board</li> <li>Collaborate with the board to set goals</li> <li>Execute policies and decisions based on the mission, vision and values</li> </ul>
Maintaining culture	<ul style="list-style-type: none"> <li>Based decisions on and communicate the mission, vision and values</li> <li>Promote volunteerism</li> <li>Promote volunteerism as solutions to challenges</li> </ul>
ensure compliance (investigative job TBD) 501 c3 govt HR Safety Tax	Learns and disseminates knowledge about financial filing requirements like taxes and governmental fees, financial information notices, etc.

## Volunteer Coordinator

Responsibility	Notes
teach the volunteers	<ul style="list-style-type: none"> <li>Coordinate resources and training</li> <li>Provide institutional knowledge and systems</li> </ul>

<b>Assess and collate org needs</b>	Figure out what needs to get done and pairs people with it
<b>volunteers recruitment</b>	
<b>setting culture</b>	<ul style="list-style-type: none"> <li>• Based decisions on and communicate the mission, vision and values</li> <li>• Promote volunteerism</li> <li>• Promote volunteerism as solutions to challenges</li> </ul>
<b>ensure compliance (investigative job TBD) 510 c3 govt HR Safety Tax</b>	

## Monster Corps Coordinator

<b>Responsibility</b>	<b>Notes</b>
<b>Recruit MC members</b>	<ul style="list-style-type: none"> <li>• process application process / Accepts members</li> </ul>
<b>Program dev</b>	<ul style="list-style-type: none"> <li>• defines program requirements / Manages task assignment / validate task completion</li> </ul>
<b>Assess org needs and develop tasks to complete</b>	<ul style="list-style-type: none"> <li>• Should work with pres + other officers and stewards</li> </ul>
<b>assign tasks and validate task completion</b>	MCC owns MC member assignments reporting
<b>MCC Member services</b>	<ul style="list-style-type: none"> <li>•</li> <li>• Manages program membership termination</li> <li>• Manages MC member account activation</li> </ul>
<b>setting culture</b>	<ul style="list-style-type: none"> <li>• Based decisions on and communicate the mission, vision and values</li> <li>• Promote volunteerism</li> <li>• Promote volunteerism as solutions to challenges</li> </ul>
<b>ensure compliance (investigative job TBD) 510 c3 govt HR Safety Tax</b>	Implement a formal volunteer agreement for MC members

## Budget Committee

**Committee Chair:** Treasurer

**Composition:** Two Directors, two officers, two stewards, two members