

Executive Board Members & Committees Guidelines (updated 2/7/2022)

This document serves as a guide rather than a formal set of official responsibilities. The work of the board is collaborative and responsibilities can be modified based on needs or constraints.

As noted in Article V, Section 1 of the constitution: The Executive Board shall consist of: (a) the Officers; (b) three Members-at-Large; (c) the newsletter Editor; (d) the Website Administrator; (e) the Committee Chairs; (f) the CSU-ERFSA Delegates; (g) the Archivist; (h) Members of Committees, as requested by the President; and (i) Ex Officio Members, as appointed by the President.

The Officers of the organization are: (a) President, (b) Vice President (c) Secretary, (d) Treasurer, (e) Academic Senator, and (f) Past President.

President [1 year term]

The President shall preside at Association meetings and meetings of the Executive Board. The President shall also exercise general supervision over affairs of the organization and serve as an ex officio member of all standing committees. Responsibilities include:

- Establish agendas
- Chair meetings
- Maintain regular communications with the Executive Board and facilitate discussions as needed throughout the year.
- Coordinate Executive Board activities, discussions and decision-making.
- Work with the treasurer to ensure all financial and legal obligations are met.
- In collaboration with the membership chair work with the office of Faculty Affairs and the Center for Faculty Development to recruit new members from among retiring faculty and administrators.
- Communicate with the President's Office regarding annual reception for retired and retiring faculty.
- Communicate with the President's Office and Advancement Office regarding ERFA representation at Graduation Commencement Events.
- Invite Award Recipients to attend the Spring Luncheon in May and make a brief presentation about their work.
- Facilitate the work of the board to prepare communications regarding donations to support SJSU ERFA Faculty Research and Creativity Activity Award

- Support the work of the activity and program committees in their planning and implementation of activities.
- Support the Faculty Award Committee chair who collaborates with the Provost's office and the Center for Faculty Development (CFD) to send out a call for proposals in early October and communicate award decisions through the Provost's Newsletter.
 - Sign the letters to be sent by CFD staff to those who have and have not received the award
- Support the work of the Newsletter editor(s) as they plan, solicit content, and publish periodic newsletters.
- Solicit members for a nominating committee, subsequently appoint members, and facilitate their work.
- Send thank you notes as needed.
- Pick up ERFA mail from campus.
- Work with the new President in sufficient time to ensure a smooth transition.

Vice President [1 year term then serves as President]

- The Vice President shall assume the duties of the President in the absence of the latter.
- Actively contribute to Executive Board activities, discussions and decision-making.
- Work with the president and nominating committee to recruit and nominate interested members for open positions on the Executive Board.
- Support the work of other Board members and committees as needed.
- Work with the President and membership committee to recruit new members from among retiring faculty and administrators.
- Provide information for the newsletter as needed.

Past President [1 year term]

- Provide guidance and advice to the Vice President and President.
- Communicate with Executive Board members and the membership at large during the year to gather input on 'future directions' items for consideration.
- Work with the President and nominating committee to recruit and nominate interested members for open positions on the Executive Board.
- Provide information for the newsletter as needed.
- Actively contribute to Executive Board activities, discussions and decision-making.

Secretary [2 year term]

The Secretary shall prepare minutes of business meetings, committee reports, and important communications as directed by the Executive Board. The Secretary also shall prepare necessary communications for the Association.

- Keep minutes for all meetings (e.g., Executive Board, business meetings).
- Distribute minutes for review and corrections where needed.
- Send approved minutes to the web administrator.
- Provide information for the newsletter as needed.
- Actively contribute to Executive Board activities, discussions and decision-making.
- In sufficient time to insure a smooth transition, work with the new Secretary prior to leaving the position.

Treasurer [2 year term]

The Treasurer shall be responsible for the collection of dues and assessments, the payment of approved Association bills, the filing of tax forms, and the custody of the Association's funds. He/she shall be responsible for preparing and presenting to the Executive Board an annual financial report including a proposed budget.

- Manage and maintain ERFA funds.
- Manage the ERFA checking account.
- Write checks to individuals/organizations to cover ERFA expenditures (e.g., Keynote speaker, conference costs).
- Collect membership dues.
 - Upon receipt of dues, send a confirmation note to each member.
- Work closely with the president and executive director to assure all legal matters (e.g., IRS, non-profit status) are taken care of.
- Work closely with the membership committee to maintain a shared file with an accurate and up to date record of memberships and dues payments.
- Actively contribute to Executive Board activities, discussions and decision-making.
- Provide information for the newsletter as needed.
- Prepare a financial report for each annual business meeting.
- Work closely with ERFA's liaison to the Tower Foundation to insure records of donations are accurate and up to date
- Work closely with ERFA's CSU ERFSA representative to insure records of funds for SJSU ERFA membership (via ERFSA) are accurate and up to date.
- In sufficient time to insure a smooth transition, work with the new Treasurer prior to leaving the position.

Academic Senator [1 year term]

The Academic Senator shall represent the Association on the San Jose State University Academic Senate, shall serve on committees as appointed by the Senate, and shall report to the Executive Board.

- Attend SJSU Senate Meetings
- When interested in serving on a Senate committee, communicate a request to the Senate Chair.
- Actively contribute to Executive Board activities, discussions and decision-making.
- Provide information for the newsletter as needed.
- Prepare a report for each Executive Board meeting regarding Senate business.
- In sufficient time to insure a smooth transition, work with the new Senator prior to leaving the position.

Members at Large [2 year term]

- Actively contribute to Executive Board activities, discussions, and decision-making.
- Provide information for the newsletter as needed.
- When interested in serving on an ERFA committee, communicate that request to the President.
- Support the work of other Board members and committees as needed.
- Work with the membership committee to recruit new members from among retiring faculty and administrators.

Newsletter Editor [2 year term]

The newsletter editor is responsible for the publication and distribution of the Association's newsletter.

- Send out calls for articles and information to include in newsletters.
- Work closely with the web administrator to update all publication-related information.
 - Send newsletters to web administrator for posting on the ERFA website and ScholarWorks.
- Work with Award Committee to communicate calls for proposals and subsequent announcement of winners.
 - Invite winners to write a brief article for the newsletter at the completion of their funded project.

- Responsible for all aspects of the solicitation, review, and final decisions related to the ERFA Newsletter.
- Actively contribute to Executive Committee activities, discussions, and decision-making.
- In sufficient time to insure a smooth transition, work with the new newsletter editor prior to leaving the position.

Archivist [2 year term]

- Maintain ERFA records including, but not limited to programs, minutes of Executive Board meetings and membership business meetings, photographs, and newsletter publications.
 - As of 2015 all materials are archived digitally (e.g., SJSU ScholarWorks). Prior to 2015 hard copies are archived in the University Library Special Collections.
- Maintain and update a listing of the members of the Executive Board and their terms.
- Review and update as needed the history of the organization.
- In sufficient time to insure a smooth transition, work with the new archivist prior to leaving the position.
- Actively contribute to Executive Committee activities, discussions, and decision-making.
- Provide information for the newsletter as needed.

Website Administrator [2 year term]

The website and electronic presence falls under the web administrator's oversight. The duties may evolve over time as ERFA increases the use of electronic/digital means of communication.

- Actively contribute to Executive Committee activities, discussions, and decision-making.
- Provide information for the newsletter as needed.
- Maintain website
 - Work with e-campus web administration staff as needed to maintain site in compliance with changes the university implements.
 - Note: Present primary contact is Brenden Sparks.
 - Work with incoming web administrator as needed to facilitate a smooth transition when a new person steps in.
- Keep website content up-to-date
 - Post minutes and newsletters.
 - Post the membership list – Membership chair sends a pdf file to post.
 - Update the calendar as events are added.

- Add links to calendared events where/when available.
 - Inclusive of video recordings (e.g., youtube).
- Update list of officers after elections.
- Update the posted constitution when changes are made
- Post links to SJSU Emeritus and ERFA application forms – Membership chair makes the ERFA changes when needed and sends document for posting.
- Post membership renewal form - Membership chair makes updates and sends document for posting.
- Send minutes and newsletters to the library for posting on ScholarWorks.

Committee Chairs

- Actively contribute to Executive Committee activities, discussions, and decision-making.
- Provide information for the newsletter as needed.
- Set committee meeting agendas
- Chair committee meetings
- Provide leadership for the planning and implementation of all committee activities
- Maintain regular communications with the members and facilitate discussions as needed throughout the year.
- Submit items for the full board's consideration to the Board Chair
- Support the work of other Board members and committees as needed.

Members of Committees, as requested by the President

- Actively contribute to Executive Committee activities, discussions, and decision-making.
- Provide information for the newsletter as needed.

CSU-ERFSA Delegates

- Attend scheduled meetings of CSU-ERFSA State Council.
- Report on important news from State Council meetings to the ERFA Board and to ERFA members.
- Bring state-wide concerns raised by SJSU ERFA members to the attention of CSU-ERFSA.
- Encourage SJSU ERFA members to join CSU-ERFSA.
- Provide information for the newsletter as needed.
- It is recommended that the delegate be a member of CSU-ERFSA.

Ex Officio Members, as appointed by the President.

- Liaison to Tower Foundation
 - Report to the board as needed with regard to Tower Foundation activities.
 - Provide information for the newsletter as needed.
 - Develop donors for the RSCA awards.
 - Receive donations and deposit them with the Tower Foundation.
 - Let the President know who has donated so she can write thank you letters.

ERFA Executive Board Committees

Program Committee

- Solicit input from the Executive Board as needed with regard to the planning and implementation of programs, membership meetings, events, and other ERFA activities as needed.
- Take care of all event/program details inclusive of speakers, agendas, food & beverage, registration, payment, etc.
- Work with the web administrator to have event/program information posted.
- Communicate/advertise details of upcoming events to ERFA members.
- Work with the treasurer when needed to take care of expenses and revenue from events/programs.

Activities Committee

- Solicit input from the Executive Board as needed with regard to the planning and implementation of ERFA activities (e.g., Spring & Fall Luncheons, Holiday Celebration).
- Take care of all details inclusive of securing a venue, food and beverage, reservations, etc.
- Work closely with the program committee when needed.
- Work with the treasurer when needed to take care of expenses and revenue from activities.

Membership Committee

- Recruit new members from among faculty retiring or entering FERP.
- Work with University Personnel (Director of Faculty Affairs) to coordinate outreach to invite faculty to join ERFA.
- Take care of all details related to membership renewals.
- Work closely with the Treasurer to maintain a shared file with an accurate and up-to-date record of memberships and annual dues payments.
- Work with the web administrator to update content on the website regarding new membership, renewals, benefits, and any other membership-related content.
- Arrange for the printing and mailing of the annual directory.

Awards Committee

- Work with the Center for Faculty Development and University Personnel to solicit proposals from faculty for awards.
- Review proposals and select winners.
- Work with the web administrator to have award information posted.
- Work with the SJSU foundation to arrange for the administration of awards to recipients.

Nominating Committee

- In advance of the time when terms expire, solicit nominations from Executive Board members.
- Contact nominees to determine their interest in running for an open seat.
- Conduct election/nomination process.
- Announce selection to Executive Board and ERFA members.