

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

EXECUTIVE COMMITTEE: SPAC Chair

2005-2006 Contact: Margot Shinnamon Bach

This position is filled by a *third year* delegate, and elected by the delegation at the Winter Conference. Any interested candidate must comply with the following requirements in order to submit for this position:

Submit a statement of qualifications in writing to the Nominating Chair by February 1, 2006. Write in candidates can be added to the delegates' voting ballot on condition that the candidate submits a written letter of qualification to ALL voting delegates prior to 9:00 am on the first day of the Winter Conference. A write-in candidate's name will not appear on the official ballot; however, once qualified by the Nominating Committee, may be written-in by the voting delegate. Candidates are encouraged to submit as early as possible. Announcement of candidates will be made as submitted

1. Shall serve as the spokesperson(s) for SPAC, unless otherwise designated.
2. Shall preside at all conferences, regional meetings, and legislative hearings as deemed appropriate. Call additional meetings when necessary.
3. Shall serve as Chair of the Executive Committee, a committee that reviews the SPAC Bylaws, Policies and Procedures, and Goals and Objectives in addition to other assigned responsibilities.
4. Shall appoint the Nominating Committee members and, in conjunction with the Nominating Chair, shall direct the Nominating Committee to slate officers and other positions in compliance with the SPAC Bylaws and Policies and Procedures. Shall review such appointments prior to submission to SPAC Delegates for voting approval. Shall assist the Nominating Committee in assigning SPAC Delegates to subcommittees and to ad hoc committees when necessary.
5. The presiding Chair shall fill a vacancy of an Officer of any position, other than the Chair. In the case of a vacancy in the office of Chair, the Nominating Committee will select a successor with the approval of the Executive Committee to assume duties immediately. The appointment of the Chair will be ratified by a majority of voting Delegates at the next conference.
6. Shall establish conference dates jointly with the hosting Leagues and shall establish meeting agendas.
7. Shall insure that the Strategic Plan is updated, as appropriate.
8. Shall write the SPAC Annual Report, to be added to the SPAC History at the end of the year. This report will be distributed to the delegation within one month following the Spring Conference.
9. Shall be responsible for maintaining SPAC records and correspondence, and may delegate these work assignments as deemed appropriate.
10. Shall represent SPAC at community meetings.
11. Shall retain and hire, with the input of the Executive Committee, a legislative analyst to assist SPAC with legislative matters.
12. Shall monitor the services provided by the legislative analyst, prepare written reviews when necessary, and make recommendations to the incoming Chair.
13. Shall serve as an ex officio member of all ad hoc committees and subcommittees. If there are Co-Chairs, they shall share one vote on any such committee or subcommittee.
14. Shall notify AJLI and Area VI Directors of all support positions, including, but not limited to, Senate or Assembly Concurrent Resolutions, bills or propositions by sending the appropriate bill number, title, and a brief summary of the proposed legislation.
15. Shall submit articles for each "SPACtion" newsletter.
16. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

EXECUTIVE COMMITTEE: Vice Chair (Officer)

2005-2006 Contact: Kim Boyanowski, Palo Alto Mid-Peninsula

1. Shall assist the SPAC Chair with correspondence, represent SPAC at community meetings and perform other duties as necessary.
2. Shall assume the duties of the SPAC Chair in her absence.
3. Shall conduct a review of both California SPAC and AJLI Position Statements, and shall make recommendations to the SPAC Chair, Executive Committee, and the SPAC Delegation based on that review.
4. Shall review any and all position statements, focus area statements and background papers to that end.
5. Shall maintain a directory of all California Leagues' current projects.
6. Shall update the Community Project Matrix through the collection of each participating California Junior League's community program and demographic data, which is due to the SPAC delegation at the Fall Conference. This report shall also be provided to the SPAC Chair for inclusion in the SPAC Annual Report.
7. Shall update the Community Project Matrix and redistribute it throughout the year, as appropriate, if delegates wish to provide the Vice Chair with new data.
8. Shall update the Key Words list upon completion of the Matrix, annually.
9. Shall review and update and/or order reprints of SPAC brochure, as necessary.
10. Shall sit on the Executive Committee and participate at Executive Committee meetings.
11. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, and Vice Chair successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming Vice Chair.
12. Shall sit on a subcommittee.
13. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

EXECUTIVE COMMITTEE: Secretary (Officer)

2005-2006 Contact: Susie Brusa / Chris Haupt, Monterey County

1. Shall take minutes at all SPAC meetings, including regional or special meetings, unless otherwise directed by the SPAC Chair.
2. Shall ensure that all SPAC minutes are presented and reviewed in draft form by the SPAC Delegation not later than 30 days following conferences and prior to approval and distribution.
3. Shall distribute the final and approved minutes to all SPAC Delegates, California Junior League Presidents, the SPAC Chair, SPAC's hired legislative analyst, and Area VI Directors not later than forty-five (45) days following the conference.
4. Shall, at all scheduled conferences, take attendance and record all votes as necessary. Shall maintain copies of all votes until such time as when minutes, reflecting those votes, are approved.
5. Shall tabulate, record, and distribute official results of all online voting matters, working with the SPAC Parliamentarian. Shall provide for ratification of this vote according to SPAC bylaws.
6. Shall compile, distribute and keep current a roster of SPAC Delegates, SPAC Chair, California Junior League Presidents, California Junior League offices, and AJLI Area VI Directors (provided to the SPAC Secretary by the SPAC ALJI/Collaborations Coordinator). Provide delegation roster information to Sacramento Advocacy for posting on the website.
7. Shall maintain an adequate supply of SPAC note cards, letterhead and envelopes, and make these available to all SPAC delegates at their request and at all scheduled SPAC conferences.
8. Shall sit on a subcommittee.
9. Shall sit on the Executive Committee and participate at Executive Committee meetings.
10. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and Secretary successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming Secretary.
11. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

EXECUTIVE COMMITTEE: Treasurer (Officer)

2005-2006 Contact: Marlene Murphy, Long Beach

1. Shall maintain the financial records of SPAC. in a manner that will comply with the audit requirements of the Junior League of San Francisco (JLSF). Shall serve as liaison between SPAC and (JLSF) to facilitate auditors' questions and requests for information relating to SPAC.
2. Shall collect annual dues from each League.
3. Shall receive, approve and make payments on invoices and requests for payment.
4. Shall ensure that conference expenses are accompanied by a voucher signed by the conference chair and receipts prior to issuing payment.
5. Shall reconcile the bank statement and provide a copy of the statement and reconciliation to the Chair for her review on a monthly basis.
6. Shall prepare a yearly budget, in consultation with the SPAC Chair/Co-Chair and the Executive Committee, for presentation to the SPAC Delegates at the Winter Conference and approval by the SPAC Delegates at the Spring Conference.
7. Shall make recommendations on all financial matters including working with conference hosts and the SPAC Chair to set conference fees and budgets, and provide a closing profit/loss statement for each conference for review by SPAC's Executive Committee the Delegation and the Junior League of San Francisco (JLSF).
8. Shall submit an annual financial report to the SPAC Chair/Co-Chairs and Finance Manager of JLSF by June 30, including copies of financial contracts and current SPAC bylaws.
9. Shall submit a Treasurer's status report at each conference that includes a Statement of Activities, a Year to Date Budget variance report, and cash balances at the beginning and end of the period. The Treasurer shall provide a copy of these reports to the Finance Manager of JLSF.
10. Shall enforce the rule that two bank-authorized signatures are required on all checks written over \$1,000.00, except for payments to the legislative analyst.
11. Shall, at the Spring Conference, provide the incoming Treasurer a banking signature card so the incoming Treasurer can obtain the appropriate signatures, including herself, the Chair and any designated members of SPAC's Executive Committee.
12. Reimbursements checks to the Treasurer shall be signed by the SPAC Chair.
13. Shall maintain a treasurer's notebook containing all financial records, reports and supporting documentation for the current year.
14. Shall coordinate retention of prior year's records to comply with JLSF's record retention policy.
15. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and Treasurer successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming Treasurer.
16. Shall sit on a subcommittee.
17. Shall sit on the Executive Committee and participate at Executive Committee meetings.
18. Shall submit any Treasurer's expenses for reimbursement in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

EXECUTIVE COMMITTEE: Trainer

2005-2006 Contact: Heidi Kerko, San Francisco

1. Shall be responsible for training of incoming Junior Delegates at the Spring Conference, in conjunction with the SPAC Chair and SPAC's legislative analyst.
2. Shall identify training needs of all SPAC Delegates early in the year.
3. Shall provide training component at each conference for all SPAC Delegates, at the direction of the SPAC Chair.
4. Shall develop specific SPAC training tools.
5. Shall be responsible for ensuring that each delegate has a current SPAC Guidebook, including the preparation and distribution of this Guidebook to incoming Junior Delegates at the Spring Conference.
6. Shall maintain master Training files with copies of all SPAC training materials, including a master copy of the Conference Host Manual.
7. Shall assist SPAC Delegates with the maintenance of their SPAC Guidebooks by providing a yearly updated Table of Contents and by replacing missing or outdated materials.
8. Shall work with AJLI regarding training opportunities.
9. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming Trainer.
10. Shall sit on a subcommittee.
11. Shall sit on the Executive Committee and participate at Executive Committee meetings.
12. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

EXECUTIVE COMMITTEE: Parliamentarian

2005-2006 Contact: Mary Ulin, Pasadena

1. Shall advise the SPAC Chair on all questions regarding parliamentary procedure during all regularly held meetings of SPAC and as requested by the SPAC Chair.
2. Shall use Roberts Rules of Order, Newly Revised, as parliamentary authority.
3. Shall, if possible, attend parliamentarian procedure training before the Fall Conference subject to sufficient SPAC funds to cover the cost.
4. Shall be the designated timekeeper at all conferences and meetings, watching the time and aiding the SPAC Chair in keeping the group to the agenda.
5. Shall maintain a list of agenda items and/or actions that SPAC needs to cover, to be addressed as time permits, during a conference. If time does not permit, shall assist the SPAC Chair to ensure that these items are included on the agenda for the next conference or meeting, or addressed between meetings as required. At all times she shall work at the direction or and in coordination with the SPAC Chair.
6. Shall initiate and oversee all online voting procedures and report results to the SPAC Secretary to tabulate record and distribute official results to the SPAC Delegates.
7. Shall, at the request of the chair, facilitate updates of the Bylaws and Policies and Procedures and distribution of bylaw revisions upon approval of the delegation.
8. Shall conduct training in parliamentary procedure at the Fall Conference.
9. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and Parliamentarian successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming Parliamentarian.
10. Shall sit on a subcommittee.
11. Shall sit on the Executive Committee and participate at Executive Committee meetings.
12. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

EXECUTIVE COMMITTEE: Nominating Chair

2005-2006 Contact: Tara Finnigan, Orange County

1. Shall remind all Senior Delegates of deadlines and procedures for submission of SPAC Chair nominations, and shall remind all Junior Delegates of deadlines and procedures for submissions for the slate, in accordance with the timing for the nominations process set forth in the SPAC Bylaws.
2. Shall determine credentials of all incoming SPAC Senior Delegates.
3. Shall distribute and tabulate nomination forms and ballots in consultation with the appointed Nominating Committee members.
4. In consultation with Nominating Committee members, shall prepare the SPAC single slate in accordance with the Bylaws. Shall review the slate with the SPAC Chair prior to submission to SPAC Delegates for voting approval.
5. Shall work with SPAC Chair to assign SPAC Delegates to subcommittees prior to the May conference, and to ad hoc committees when necessary.
6. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and Nominating Chair successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming Nominating Chair.
7. Shall sit on a subcommittee.
8. Shall sit on the Executive Committee and participate at Executive Committee meetings.
9. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

SUBCOMMITTEES: Committee Chair

2005-2006 Contact:

Education Chair - Dawn Kinsel, Los Angeles

Family Support Chair - Mariaelena Welch, Santa Barbara

Health Chair - Mary Anne Hill, Fresno

Violence Prevention Chair - Alison Sullivan, San Diego

1. Shall develop objectives and annual work plans with her subcommittee during the Fall conference.
2. Shall participate in establishing objectives and strategies regarding subcommittee focus and legislation for the year, and shall be responsible for their execution.
3. Shall plan all necessary subcommittee meetings with the SPAC Chair's forward knowledge, and, when appropriate, send advance agendas to the SPAC Chair and subcommittee members.
4. Shall coordinate subcommittee members' bill summaries for presentation to the SPAC Delegates, providing a copy to the SPAC Chair one week in advance of the scheduled conference.
5. Shall maintain frequent contact with subcommittee members between conferences to ensure that action plans are on target, request periodic reports from subcommittee members, and create a sense of connectedness to SPAC.
6. Shall provide written reports of subcommittees' activities, including a current committee roster and standardized bill matrix (summarizing all bill action) to the SPAC Chair and SPAC's legislative analyst at least one week following the scheduled conference. The subcommittee roster should also be submitted to the SPAC Secretary.
7. Shall provide at least one article regarding subcommittee activities for "SPACtion".
8. Shall select a subcommittee member to act as chair in her absence and provide acting Chair with all documentation required to act in this capacity.
9. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and subcommittee Chair successor at the Spring Conference. This turnover shall also include a subcommittee chair manual and meeting with the incoming subcommittee Chair.
10. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

OTHER: AJLI Liaison

2005-2006 Contact: Stacy Nichols, Bakersfield

1. Shall act as an additional contact to AJLI, working in conjunction with the SPAC Chair, and shall keep the SPAC Chair and all SPAC Delegates informed on AJLI issues relating to its position, policies and collaborations.
2. Shall maintain a current roster of AJLI Area VI Directors and AJLI staff as necessary.
3. Shall research feasibility and resource needs for potential collaborations as assigned by the SPAC Chair.
4. Shall present any researched information to the SPAC Delegates for collaboration approval.
5. Shall keep track of collaborations progress and report findings at each SPAC conference and between conferences as necessary.
6. Shall be the central contact with collaborating agencies.
7. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and AJLI/Collaborations Coordinator successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming AJLI/Collaborations Coordinator.
7. Shall sit on a subcommittee.
8. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

*** NOTE: Nothing in this section precludes any other SPAC Delegate from contacting potential speakers or collaborators to the extent such contact may enhance the likely participation of the potential speaker or collaborator and is in concert with the SPAC Chair's efforts.*

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

OTHER: Communications Coordinator

2005-2006 Contact: Maria Segal, San Jose

1. Shall edit, publish and distribute "SPACtion" (the SPAC newsletter) within twenty-one (21) days of each conference.
2. Shall ensure that copies of "SPACtion" are sent to AJLI, Area VI Directors, all other state SPAC Chairs, California Junior League Presidents and all California Junior League SPAC Delegates.
3. Shall be responsible for compiling photo-biographies of the SPAC Delegates, as well as arranging for the taking of photographs of Delegates at the Winter and/or Spring conferences.
4. Shall administrate the SPAC web page with the SPAC legislative analyst and maintain the Legislative Alert System, as well as communicate updates to the web-mistress (Roster updates, bylaws, ect.)
5. Shall maintain current SPAC and AJLI brand information (logos) for future SPAC use, including print, press and outgoing communications.
6. Shall maintain a binder that includes all current and past newsletters articles from Home Leagues regarding SPAC.
7. Shall work with the SPAC chair and other delegates to develop and distribute press releases, as appropriate, including sponsored legislation, chaptered legislation and Legislative Awards.
8. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair and Communications Coordinator successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming Communications Coordinator.
9. Shall sit on a subcommittee.
10. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

OTHER: Legislative Liaison

2005-2006 Contact: Karen Lloyd, Oakland East Bay

1. In concert with the SPAC Chair, shall maintain communication between the SPAC Delegation and all legislative authors' offices (sponsored legislation only).
2. Shall maintain archives and accurate counts of all SPAC outgoing communications, including letters of support, for all SPAC sponsored legislation.
3. Shall draft and format all outgoing letters of support for sponsored legislation for use by the SPAC Delegates and their home Junior League.
4. Shall track all SPAC sponsored legislation and communicate updates, including amendments, scheduled hearings and progress throughout the legislative process, as appropriate, to all SPAC Delegates.
5. Shall provide fact sheets and talking points for use of SPAC Delegates.
6. Shall provide content for the Legislative Alert System and, with the Chair, shall implement its use.
Shall coordinate witnesses for legislative committee hearings as needed.
7. Shall attend all necessary legislative committee hearings on behalf of SPAC.
8. Shall draft articles relative to SPAC sponsored legislation for SPACtion, including photos when available.
9. Shall maintain an accurate roster of Legislators, the Leagues responsible for developing relationships with those Legislators and delegates who have developed relationships with the Legislators or staff.
10. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, Trainer and Legislative Liaison successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming Legislative Liaison.
11. Shall sit on a subcommittee.
12. Shall submit any expenses for reimbursement to the Treasurer in a timely manner.

SPAC Leadership Job Descriptions

2005-2006 Nominating Process

CONFERENCE HOST**

2005-2006 Contact:

Fall 2005 –Napa/ Sonoma – Jessica Conklin Sutton

Winter 2006 –Riverside – Danielle Huntsman

Spring 2006 – Sacramento – Lisa Harris

1. Shall be filled by the SPAC Senior Delegate from the League assigned to host each conference, and shall seek assistance from the SPAC Junior Delegate and other home Junior League members.
2. Shall, in conjunction with the SPAC Chair, plan the requisite conference in or adjacent to the hosting Junior League's town.
3. Shall coordinate dates for the next year's conference at the preceding conference, with input from the SPAC Chair, host Junior League, Legislative Monitoring Service and Delegate body (unless decided otherwise by the delegate body, the Fall and Winter Conferences shall be determined to begin on a Friday and to end on a Sunday and the Spring Conference shall begin on a Friday and end on a Monday).
4. Shall reserve accommodations, meeting locations and all appropriate meals for all conference attendees. Be cognizant that conference expenses remain within budget and that costs not covered by registration fees are reasonable.
5. Shall, in consultation with the SPAC Chair, determine non-business conference requirements. . This may include coordination of guest speakers, project panels, tours, receptions or other agenda items as requested for the conference by the Chair.
6. Shall coordinate with all necessary and appropriate SPAC Delegates as required in planning the conference.
7. Shall inform the SPAC Chair before host League enters into any contracts related to the conference. Obtain authorization from the SPAC Chair before planning any conference items that are out of the ordinary for a similar conference, or for costs that are in excess of general conference costs.
8. Shall determine the total cost of the conference based on plans made in conjunction with the SPAC Chair, and shall provide this information at the agreed upon time to the SPAC Chair and the SPAC Treasurer who shall determine the per-league conference registration costs by dividing this total cost evenly between all member Leagues.
9. Shall design and distribute registration packets to all SPAC Delegates, the SPAC Chair, and SPAC's legislative analyst. Packets should include a registration form itemizing costs of meals, accommodations, Junior League registration and any other fees. The packet should further contain information about the accommodations, meal and meeting locations (including no-host meals), available transportation, optional activities and a tentative agenda.
10. Shall ensure proper year-to-year turnover by submitting an annual report to the SPAC Chair, Trainer and Conference Chair successor at the Spring Conference. This turnover shall also include a binder with key documents and timelines and meeting with the incoming Conference Chair.
11. Shall coordinate all registration responses for the conference.
12. Shall sit on a subcommittee.

*** NOTE: Conference Hosts may nominate other delegates, but cannot hold a position slated by the nomination process unless there is a vacancy.*