**Title** | National Technical Administrator | Average commitment of 10 hours per week
---|---|---
**Reports to** | Mind's Eye Society Board of Directors | Approximate compensation 40 National per month

### GENERAL DESCRIPTION

Administer, update and improve the national internet presence of Mind's Eye Society, and provide these tools to the community.

### CORE RESPONSIBILITIES

#### Meeting attendance <15%>
- Attend all-staff meetings of the Board of Directors as required, which are currently held once per month (generally via Skype)
- Provide a monthly summary report of activities to the Board of Directors

#### Creating / improving the Mind’s Eye Society overall web presence <30%>
- Publish those elements of published materials that will be for use in the national chronicle
- Publish national officer published materials that are to be in current use
- Administration of the website including user roles
- Fixing technical bugs
- Design and theme
- Organization of the website
- Appoint and manage a team of support staff
- Make Prestige recommendations for all staff contributions

#### Maintenance of MES servers and tech resources <35%>
- Mailing Lists / other communication media
- Wiki
- Electronic membership records
- Legacy items (CRD, Approvals database, et al)
- Portal and shared resources (SSO)
- As well as any other servers and resources utilized by MES
- Bug tracking / repair
- Make Prestige recommendations for all staff contributions

#### Interface with National and Regional Staff to implement web and technical solutions <20%>
- Update and replace the Legacy tools and material that can be integrated with the portal
- Work with the NST office and provide the web presence and tools that can be provided on the website for NST genres
- Work with the NC office, NCA, TSM, National Ombudsman and other national officers and provide them with necessary and feasible tools
- Work with the Regional Coordinators and their tech teams and offer server space for the regional websites, as well as other possible needs identified for MES
- Publication of Prestige
- Ordeals
- Make Prestige recommendations for all staff contributions
## WORK EXPERIENCE REQUIREMENTS

- Demonstration of ability to create agenda and meeting minute type documents
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to follow through with tasks on rigid timelines
- Demonstrated ability to manage a team

## HIRING PROCEDURE

- Selected from a group of applicants by the MES Board of Directors by consensus
- Reports to and is removable by a consensus of the MES Board of Directors
- Indefinite term unless removed by the MES Board of Directors

## COMMUNICATION REQUIREMENTS

- Ability to return correspondence in general within 24 hours
- Ability to communicate via phone or email with Directors and National officers
- Skills in HTML, PHP, SQL, Ruby on Rails, Java preferable
- Must have working knowledge of Word, Excel and GoogleDocs
- Will sign a confidentiality statement
- Must have access to Skype capability

### EMPLOYEE STATEMENT

I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

National Technical Administrator  
Signature: __________________________  
Date: _______________

---

![Pie Chart](chart.png)

**Pie Chart Description:**

- **MES Web Administration:** 30%
- **MES Servers and Tech Resources:** 35%
- **Meeting Attendance:** 15%
- **R* / N* Integration:** 20%

*Last update: 28-Jan-2013*
Title | Archivist to the Board of Directors | Average commitment of 10 hours per week
--- | --- | ---
Reports to | Mind's Eye Society Board of Directors | Approximate compensation 40 National per month

**GENERAL DESCRIPTION**

Provide record-keeping of both the NPO itself and the complete organization

**CORE RESPONSIBILITIES**

**Meeting attendance <10%>**
- When requested, attend such meetings of the Board of Directors
- The official record of Board meetings are the approved Minutes
- Report once a month on progress of current projects in format provided by the Board

**Registered Agent <10%>**
- (Optional duty – if residency permits acting as such)
- Serve as the Registered Agent of Record in the hosting State
- Pass along all all communications from the State to the Board for action and maintain a copy for archives

**Monitoring of Media <70%>**
- Retain separate backup copies of all official communications of the Board and internal communications of the Board.
- Retain separate backup copies of all pertinent club records and communications, for both general purposes and specific purposes as directed by the Board
  - The Archivist may request access to any e-mail list, electronic forum, or other media that contains information or records that are part of the organization, whether game specific or administrative, both IC and OOC.
  - The Board asks that all list owners and other holds of information to help the Archivist maintain a more complete and backup record of our organization and its activities.

**Maintenance and Administration of back office tools <10%>**
- Maintain internal accounts and lists to facilitate automatic collection of communication
- Create and alter those accounts and lists by request of the Board and designated assistants
- Include such documentation in periodic reporting
## WORK EXPERIENCE REQUIREMENTS
- Demonstrated ability to maintain confidentiality
- Demonstrated ability for detailed oriented activities
- Demonstrated ability to follow through with tasks

## HIRING PROCEDURE
- Selected from a group of applicants by the MES Board of Directors by consensus
- Reports to and is removable by a consensus of the MES Board of Directors
- Indefinite term unless removed by the MES Board of Directors

## COMMUNICATION REQUIREMENTS
- Ability to return correspondence in general within 24 hours
- Ability to communicate via phone or email with Directors and National officers
- (Optional, depending on residency) Respond to mailings/communications from State in a timely fashion
- Will sign a confidentiality statement
- Must have access to Skype capability

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<th>Start Date:</th>
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<tbody>
<tr>
<td>Phone contact number:</td>
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## EMPLOYEE STATEMENT
I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

<table>
<thead>
<tr>
<th>Board Archivist</th>
<th>Signature: __________________________</th>
<th>Date: ______________</th>
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Last update: 26-Jan-2013
Title | Development Assistant | Average commitment of 2 hours per week
--- | --- | ---
Reports to | Mind's Eye Society Board of Directors | Approximate compensation 15 National per month

**GENERAL DESCRIPTION**

Provide technical assistance and philanthropic advice to the Board of Directors.

**CORE RESPONSIBILITIES**

**Meeting attendance <10%>**
- Attend one meeting per quarter of the Board of Directors, which are currently held twice per month (generally via Skype)
- Report once per month on progress of current projects in format provided by board

**Scholarship project – To be named <30%>**
- Create operational proposal for a MES scholarship project
- Identify process by which scholarship applications are submitted and reviewed
- Facilitate board sub-committee that makes final fiscal decisions regarding scholarship project

**Discovery and vetting of philanthropic partners <25%>**
- Present at least 4 possible philanthropic partners for national service charities each quarter
- When given a potential partner, create a written opinion regarding the appropriateness of the potential partner
- Maintain a list of suggested charities for coordinators and event leads to access

**Announcement and contact coordination <35%>**
- Maintain regular contact with ongoing philanthropic partners
- Solicit and/or distribute “Thank you” responses and results to membership
- Create mechanism by which coordinators and event leads report total donations
- Track and maintain club-wide record of annual giving
WORK EXPERIENCE REQUIREMENTS

- Demonstration of ability to critically assess philanthropic organizations
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to follow through with tasks on rigid timelines

HIRING PROCEDURE

- Selected from a group of applicants by consensus of the MES Board of Directors
- Reports to and is removable by a consensus of the MES Board of Directors
- Indefinite term unless removed by the MES Board of Directors

COMMUNICATION REQUIREMENTS

- Ability to return correspondence in general within 24 hours
- Ability to communicate via phone or email with Directors and National officers
- Must have access to Skype capability

Email contact address:  
Phone contact number:  
Start Date:

EMPLOYEE STATEMENT

I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

Development Assistant  Signature: __________________________  Date: _______________

Contact Coordination  Scholarship Project
Discovery and Vetting of Philanthropic Partners  Meeting Attendance

Last update: 21-Aug-2012
<table>
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<tr>
<th>Title</th>
<th>National Ombudsman</th>
<th>Average commitment of 15 hours per week</th>
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<tr>
<td>Reports to</td>
<td>Mind's Eye Society Board of Directors</td>
<td>Approximate compensation 40 National per month</td>
</tr>
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**GENERAL DESCRIPTION**

The National Ombudsman works as an independent and neutral party, completely outside of the normal process, to assist members and groups in the resolution of conflicts and/or concerns. The National Ombudsman will also help identify issues in policies, processes, and procedures, including their implementation, that needs attention.

**CORE RESPONSIBILITIES**

**Meeting attendance <10%>**
- Attend meetings of the Board of Directors with the National officers, which are currently held once per month (generally via Skype)
- During the meeting, report on observed trends, systemic concerns (policies, processes, procedures, implementation) and other issues of note.

**Report creation <10%>**
- Produce a report for the membership monthly, while maintaining confidentiality of members and groups.
- Publish report to membership
- Produce a report for the Board monthly, reports on observed trends, systemic issues, etc.

**Member and Group Assistance <40%>**
- Maintain confidentiality of any member or group concerns; issues and systemic problems can still be reported by the Ombudsman while maintaining that confidentiality. *Anyone can confide in the ombudsman their concerns or observed issues, without fear of potential retribution.*
- Listen and understands issues while remaining neutral with respect to facts. *The Ombudsman is listening to understand the member or group’s perspective to assist in informal resolution.*
- Assist in reframing issues and developing and helping members and groups evaluate options. Coaches members on how to make use of both formal and informal conflict resolution methods. *The National Ombudsman may refer members or groups to one or more formal resources that can potentially resolve the issue.*
- Periodically review member resources and give feedback.
- Assists in surfacing issues to formal resolution channels. *When a member or group is unable to unwilling to do so, the National Ombudsman can assist by helping give voice to the concern and/or create an awareness of the problem in the club officers.*
- Be available upon request to mediate or otherwise facilitate informal resolution processes. *The National Ombudsman may help to resolve issues between parties through a variety of informal processes.*
- Identifies new issues and opportunities for systemic change for the organization and provide that information to the Board. *The National Ombudsman is a source of detection and early warning of new issues and a source of suggestions to improve existing procedures.*
- Act as a resource for club officers and members for reference on both informal and formal procedures.

**Formal Process Observation <25%>**
- The Board may define processes and procedures that utilize the National Ombudsman to formally observe the functioning of a process. *Such formal observance is not participation, but instead to provide a neutral observer.*
  - Such items include: formal observation on Calls for Special Meeting, formal observation on Board Elections.
- The Board and club officers may request observation of an ongoing process to establish a formal observation of the process. *Again, such formal observation is not participation, but to provide a neutral observer.*
- At any involved parties’ request, the National Ombudsman may access any and all records and documentation concerning any formal or informal conflict resolution from club officers and may in turn offer advice and coaching on such matters. This covers all ongoing or previous investigations, disciplinary actions, appeals, and any other similar process. This may include portions of the Board proceedings that deal with such items. *This excludes items like discussions and debate on the issue, but does include any source material and conclusions.*

**Assistance <10%>**
- The National Ombudsman is encouraged to obtain assistants to cover needed areas that the single person may not be able to adequately handle. For example, the National Ombudsman may decide to retain an assistant who is of a protected class for contact with potential harassment issues.
**WORK EXPERIENCE REQUIREMENTS**
- Demonstrated ability to maintain confidentiality
- Formal training or equivalent experience in mediation and/or other conflict resolution processes is very valuable.
- Current knowledge of our organizational processes

**HIRING PROCEDURE**
- Vetted by the Board using established published criteria from a pool of applicants
- Elected by the general membership
- Reports to the Board of Directors
- Two year term

**SKILLS AND COMMUNICATION REQUIREMENTS**
- Ability to return correspondence in general within 48 hours
- Ability to communicate via phone or email with members and club officers
- Active listening
- Ability to communicate successfully with the wide gamut of members in the organization
- Remaining nonjudgmental
- Must have working knowledge of Word, Excel and GoogleDocs
- Will sign a confidentiality statement
- Must have access to Skype capability

---

Email contact address:  
Phone contact number:  

**EMPLOYEE STATEMENT**
I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

National Ombudsman  
Signature: __________________________  
Date: _______________
### Title
National Conventions Administrator (NCA)

### Average commitment of 10 hours per week

### Reports to
Mind's Eye Society Board of Directors

### Approximate compensation 40 National per month

#### GENERAL DESCRIPTION

Leadership in the organization, planning and implementation of Mind's Eye Society membership conventions.

#### CORE RESPONSIBILITIES

##### Reporting <15%>
- Reports monthly to the Mind's Eye Society Board of Directors (MES BoD) in the specific format provided by the MES BoD.
- Reports prestige earned by individual members in support of MES-sponsored conventions within 60 days of convention end.

##### Convention Bids and Approval <25%>
- Develops and maintains bid guidelines for all National and Regional Membership Convention events for the Mind's Eye Society.
- Announces calls for bids at least 8 months in advance of anticipated date of convention.
- Responds to bids with necessary corrections and required components.
- Organizes bids for review by the MES BoD and answers questions from MES BoD members regarding specific bids.
- Works in conjunction with Regional Leadership to develop appropriate bids for their regional membership.

##### Announcements <25%>
- Ensures that announcements are made timely for the bidding window, approved bids, all calls for convention and storyteller leads, convention locations, room block information, pre-registration/registration information and prestige awards to applicable lists and individuals.
- Announces received bids and important convention partner communications to the MES BoD lists.
- Answers general and specific questions regarding MES-sponsored conventions on public lists.
- Responds to private inquiries regarding MES-sponsored convention procedures and prestige awards.

##### Team Oversight <20%>
- Develops specific administrative responsibilities for MES-sponsored Convention Leads and Storyteller Leads.
- Develop Milestones and manage to them for deliverables related to Conventions.
- Maintains data on progress and reporting for MES-sponsored Convention Leads and Storyteller Leads.
- Acts as envoy between MES-sponsored convention teams and the MES BoD.
- Selects convention and storyteller leads for MES-sponsored conventions and presents them for MES BoD approval at least 5 months in advance of anticipated date of convention.

##### Convention Partner Communication <15%>
- Communicates effectively and professionally with hotels, convention space representatives, and other MES-sponsored convention partners, returning communication within 1 business day.
- Negotiates minimum requirements for MES-sponsored conventions with convention partners.
- Acts as envoy between MES BoD and convention partners regarding any questions or concerns.
- Presents contracts from convention partners to the MES BoD
- Confirms convention partner receipt of all communication from the MES BoD.
WORK EXPERIENCE REQUIREMENTS

- Demonstration of ability to organize and manage medium to large conventions (150+ participants, including overnight stays)
- Experience with budgeting and fiscal management for projects of at least $2,000
- At least 40 total hours experience leading a team at a convention (150+ participants)

HIRING PROCEDURE

- Selected from a group of applicants by the MES Board of Directors in a called vote.
- Reports to and is removable by a majority vote of the MES Board of Directors
- Indefinite term unless removed by the MES Board of Directors

COMMUNICATION REQUIREMENTS

- Ability to return correspondence in general within 72 hours or assign someone to respond if away for an extended period of time.
- Ability to communicate via phone or email with hotels and other convention partners within 1 business day during negotiations and planning.
- Must report monthly to the MES Board of Directors and be available for staff calls at least once a quarter.
- Must actively participate in planning and implementation groups for any club-sponsored convention.

Email contact address: __________________________  Phone contact number: __________________________  Start Date: _______________

EMPLOYEE STATEMENT

I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

National Conventions  Administrator Signature: __________________________  Date: _______________

Last update: 17-May-2012
Title | Trade Show Manager (TSM) | Average commitment of 10 hours per week
--- | --- | ---
Reports to | Mind's Eye Society Board of Directors | Approximate compensation 40 National per month

**GENERAL DESCRIPTION**

Leadership in the organization, planning and implementation of Trade Shows and non-Mind's Eye Society conventions supported by the MES.

**CORE RESPONSIBILITIES**

**Reporting <10%>**
- Reports monthly to the Mind’s Eye Society Board of Directors (MES BoD) in the specific format provided by the MES BoD.
- Reports prestige earned by individual members in support of MES-sponsored conventions within 60 days of convention end.

**Trade Show Bids and Approval <25%>**
- Develops and maintains bid guidelines for Trade Show support by the MES.
- Announces calls for bids once per year.
- Responds to bids with necessary corrections and required components.
- Organizes bids for review by the MES BoD and answers questions from MES BoD members regarding specific bids.
- Communicates results of bid process to bidding members.

**Announcements and Marketing <25%>**
- Ensures that announcements are made timely for the bidding window, approved bids, all calls for convention and storyteller leads, convention locations, room block information, pre-registration/registration information and prestige awards to applicable lists and individuals.
- Announces received bids and important convention partner communications to the MES BoD lists.
- Answers general and specific questions regarding MES-supported trade shows on public lists.
- Responds to private inquiries regarding MES-supported trade show procedures and prestige awards.
- Manages creation of and distributes club marketing materials at MES-supported trade shows

**Team Oversight <25%>**
- Develops specific administrative responsibilities for MES-supported trade show Leads and Storyteller Leads.
- Develop Milestones and manage to them for deliverables related to trade shows (including budget requirements).
- Maintains data on progress and reporting for MES-supported trade show Leads and Storyteller Leads.
- Acts as envoy between MES-supported trade show teams and the MES BoD.
- Selects convention and storyteller leads for MES-supported trade shows and presents them for MES BoD approval within 2 months of bid acceptance.

**Trade Show Partner Communication <15%>**
- Communicates effectively and professionally with hotels, convention space representatives, and other MES-supported trade show partners, returning communication within 1 business day.
- Negotiates minimum requirements for MES-supported trade shows with trade show partners.
- Acts as envoy between MES BoD and trade show partners regarding any questions or concerns.
- Presents contracts from trade show partners to the MES BoD
WORK EXPERIENCE REQUIREMENTS

- Demonstration of ability to organize and manage conventions (50+ participants, including overnight stays)
- Experience with budgeting and fiscal management for projects of at least $2,000
- At least 40 total hours experience leading a team at a convention (150+ participants)

HIRING PROCEDURE

- Selected from a group of applicants by the MES Board of Directors in a called vote.
- Reports to and is removable by a majority vote of the MES Board of Directors
- Indefinite term unless removed by the MES Board of Directors

COMMUNICATION REQUIREMENTS

- Ability to return correspondence in general within 72 hours or assign someone to respond if away for an extended period of time.
- Ability to communicate via phone or email with hotels and other convention partners within 1 business day during negotiations and planning.
- Must report monthly to the MES Board of Directors and be available for staff calls at least once a quarter.
- Must actively participate in planning and implementation groups for any club-sponsored convention.

Email contact address:                      Start Date:
Phone contact number:

EMPLOYEE STATEMENT

I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

Trade Show Manager Signature: __________________________      Date: _______________
Title: Secretary to the Board of Directors  
Average commitment of 10 hours per week  
Reports to: Mind's Eye Society Board of Directors  
Approximate compensation: 40 National per month

GENERAL DESCRIPTION

Provide administrative and record-keeping support to the Board of Directors.

CORE RESPONSIBILITIES

Meeting attendance <25%>
- Attend each meeting of the Board of Directors, which are currently held twice per month (generally via Skype)
- Take diligent notes of meeting activities and action items

Board meeting minutes creation and presentation <30%>
- Create official meeting minutes for each BoD meeting within one week of the meeting
- Identify and mark items to be redacted from publication to the general membership
- Create "Action item" list to be released to Directors and/or National officers within 48 hours of each meeting

Facilitation of Director and National staff communication <10%>
- Ensure that all Directors and National staff are subscribed to the MES Board Staff email list
- Communicate prestige recommendations to appropriate tech support and ensure awards on the prestige site are accurate
- Compile all National officer reports and archive
- Create base prestige award email to Directors to ensure National officer prestige awards monthly
- Other duties as assigned
- Drafting assigned reports for Director review

Scheduling and agenda creation <35%>
- Create and maintain an open thread for meeting agenda creation with Directors
- Create and maintain an open thread for agenda items with National Officers (1 meeting per month)
- Create and release agenda for meetings at least 5 days in advance of BoD meetings
- Create and release agenda for National officer portion of BoD meeting at least 5 days in advance of meetings to which National officers are invited
- Invite CCP/WW liaison to BoD meetings and deliver agenda
- Schedule regular BoD meetings according to current schedule
- Edit agenda at the request of Directors or National officers
**WORK EXPERIENCE REQUIREMENTS**

- Demonstration of ability to create agenda and meeting minute type documents
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to follow through with tasks on rigid timelines

**HIRING PROCEDURE**

- Selected from a group of applicants by the MES Board of Directors by consensus
- Reports to and is removable by a consensus of the MES Board of Directors
- Indefinite term unless removed by the MES Board of Directors

**COMMUNICATION REQUIREMENTS**

- Ability to return correspondence in general within 24 hours
- Ability to communicate via phone or email with Directors and National officers
- Must consistently create permanent product agendas and minutes according to rigid schedule
- Must have working knowledge of Word, Excel and Google Docs
- Will sign a confidentiality statement
- Must have access to Skype capability

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**Employee Statement**

I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

```plaintext
Board Secretary       Signature: __________________________      Date: _______________
```

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### Pie Chart

- **Meeting Attendance**
- **Minutes Creation**
- **Scheduling and Agenda**
- **Staff Communication**

**Last update:** 17-May-2012