

Title	MES Communities Manager	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 virtual online communities		
CORE RESPONSIBILITIES		
<p><u>Reporting <15%></u></p> <ul style="list-style-type: none"> • 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 community organizer roles • Reports prestige earned by individual members in participation or support of MES-sponsored online events. <p><u>Content Management <15%></u></p> <ul style="list-style-type: none"> • Create and maintain a central point of information on the Mind's Eye Society's Wiki • Request creation and maintain mailing lists for community usage • Maintains data regarding attendance and satisfaction of members participating in online events <p><u>Team Oversight <40%></u></p> <ul style="list-style-type: none"> • Develops specific administrative responsibilities for MES-sponsored Community Organizers • Develop Milestones and manage to them for deliverables related to Community Events. • Maintains data regarding attendance and satisfaction of members participating in online events • Acts as envoy between MES-sponsored communities teams and the MES Coordinator and Storyteller structure. • Work cross functionally with the ANST Online Games to ensure satisfactory programming is meeting the roleplay needs of the virtual communities served. <p><u>Community Participation & Growth <30%></u></p> <ul style="list-style-type: none"> • Implements new communities and executes on existing communities to enhance and expand offerings to create rich experiences for all members. • Works closely with MES Coordinators to co-sponsor at least six charity events that are accessible to the virtual communities. • Assists communities in getting the tools they need to enhance the member experience, including but not limited to IRC Rooms, lists, Wiki Pages, Web space. • Execute quarterly town hall meetings to listen to the needs of the communities members. • Organizes offline and face to face events at conventions and other large gatherings for MES Communities. 		
WORK EXPERIENCE REQUIREMENTS		
<ul style="list-style-type: none"> • Demonstration of ability to organize and manage online communities via email lists, forums, online events, etc. • Experience with organizing in-person meetings in the context of larger events (meet-up planning) • Demonstrated outreach, arbitration and conflict resolution skills 		
HIRING PROCEDURE		
<ul style="list-style-type: none"> • 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 officers and members within 1 week of any known issue
- 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 for any MES community

Email contact address:

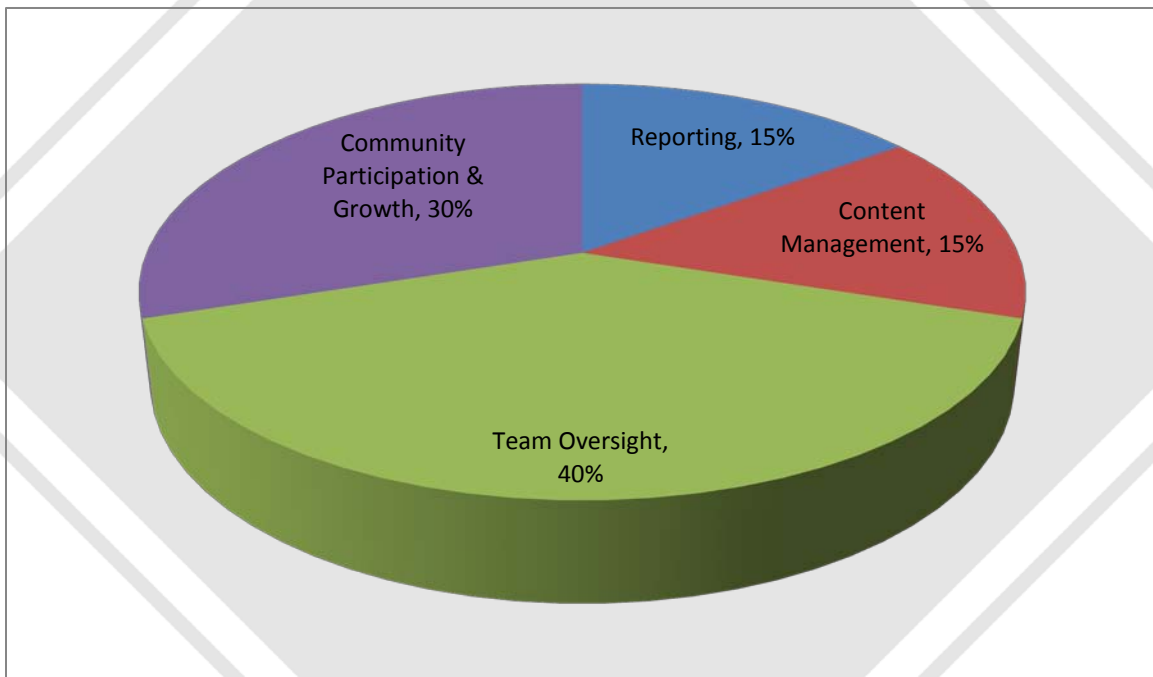
Start Date:

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.

MES Communities Manager Signature: _____ Date: _____



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

Email contact address:

Phone contact number:

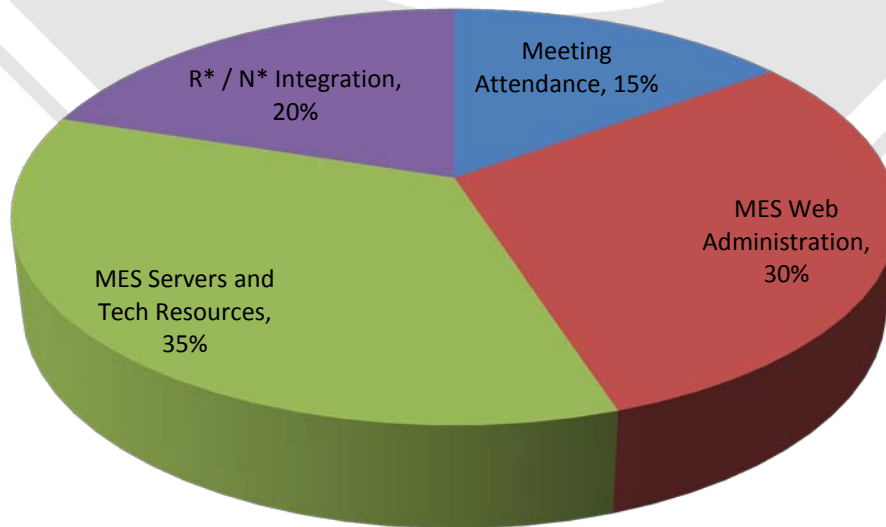
Start Date:

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 Technical Administrator

Signature: _____ Date: _____



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

Email contact address:

Start Date:

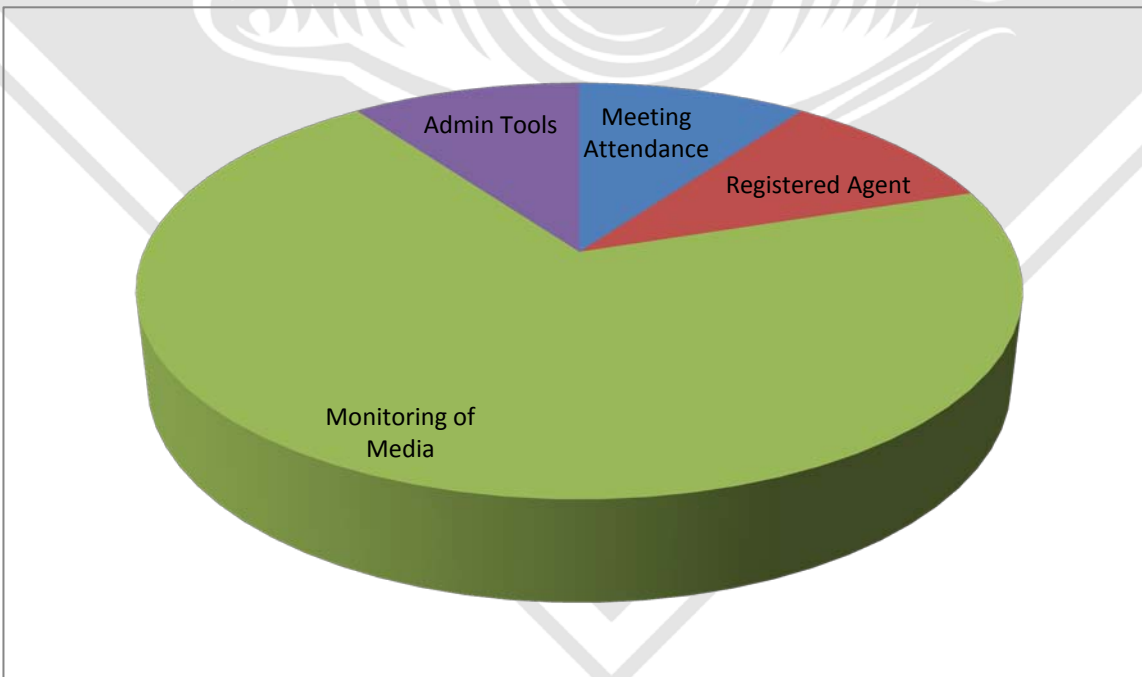
Phone contact number:

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.

Board Archivist

Signature: _____ Date: _____



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

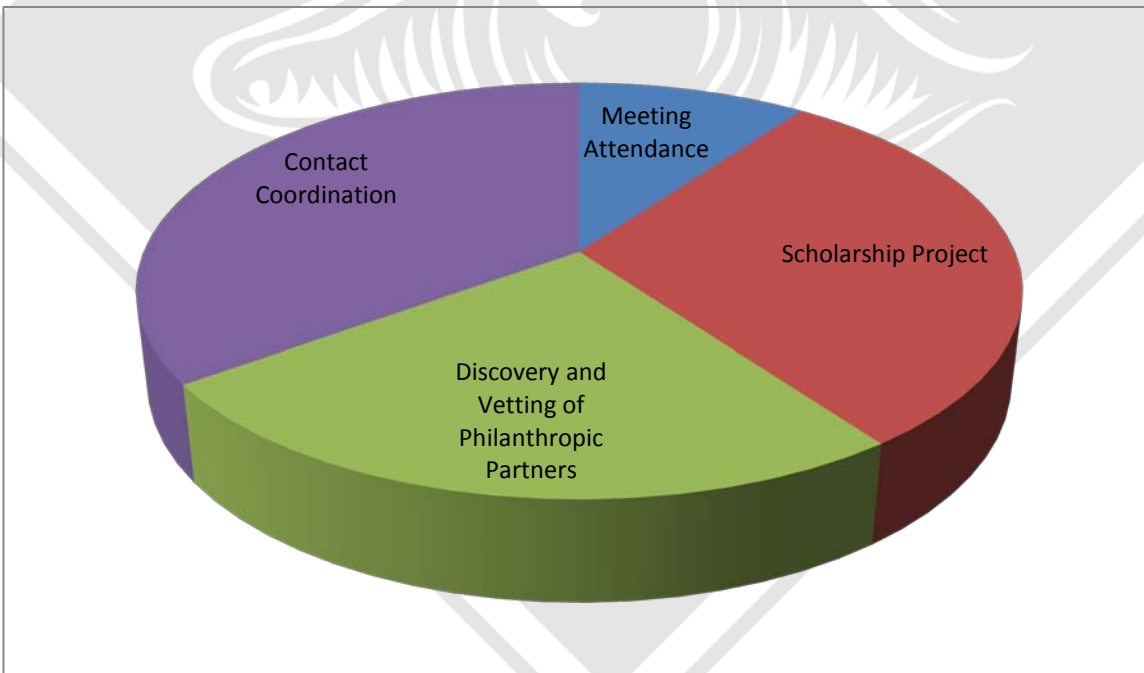
Email contact address:
Phone contact number:

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: _____



Title	National Ombudsman	Average commitment of 15 hours per week
Reports to	Mind's Eye Society Board of Directors	Approximate compensation 40 National per month
GENERAL DESCRIPTION		
<p>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.</p>		
CORE RESPONSIBILITIES		
<u>Meeting attendance <10%></u>		
<ul style="list-style-type: none"> 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. 		
<u>Report creation <10%></u>		
<ul style="list-style-type: none"> 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. 		
<u>Member and Group Assistance <40%></u>		
<ul style="list-style-type: none"> Maintain confidentiality of any member or group concerns; issues and systemic problems can still be reported by the Ombudsman while maintaining that confidentiality. <i>Anyone can confide in the ombudsman their concerns or observed issues, without fear of potential retribution.</i> Listen and understands issues while remaining neutral with respect to facts. <i>The Ombudsman is listening to understand the member or group's perspective to assist in informal resolution.</i> 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. <i>The National Ombudsman may refer members or groups to one or more formal resources that can potentially resolve the issue.</i> Periodically review member resources and give feedback. Assists in surfacing issues to formal resolution channels. <i>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.</i> Be available upon request to mediate or otherwise facilitate informal resolution processes. <i>The National Ombudsman may help to resolve issues between parties through a variety of informal processes.</i> Identifies new issues and opportunities for systemic change for the organization and provide that information to the Board. <i>The National Ombudsman is a source of detection and early warning of new issues and a source of suggestions to improve existing procedures.</i> Act as a resource for club officers and members for reference on both informal and formal procedures. 		
<u>Formal Process Observation <25%></u>		
<ul style="list-style-type: none"> The Board may define processes and procedures that utilize the National Ombudsman to formally observe the functioning of a process. <i>Such formal observance is not participation, but instead to provide a neutral observer.</i> <ul style="list-style-type: none"> 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. <i>Again, such formal observation is not participation, but to provide a neutral observer.</i> 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. <i>This excludes items like discussions and debate on the issue, but does include any source material and conclusions.</i> 		
<u>Assistance <10%></u>		
<ul style="list-style-type: none"> 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:

Start Date:

Phone contact number:

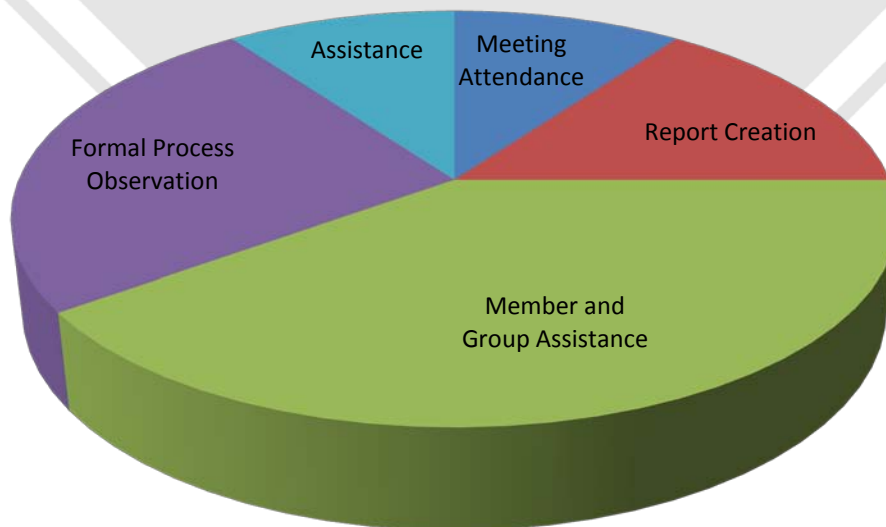
EMPLOYEE STATEMENT

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.

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:

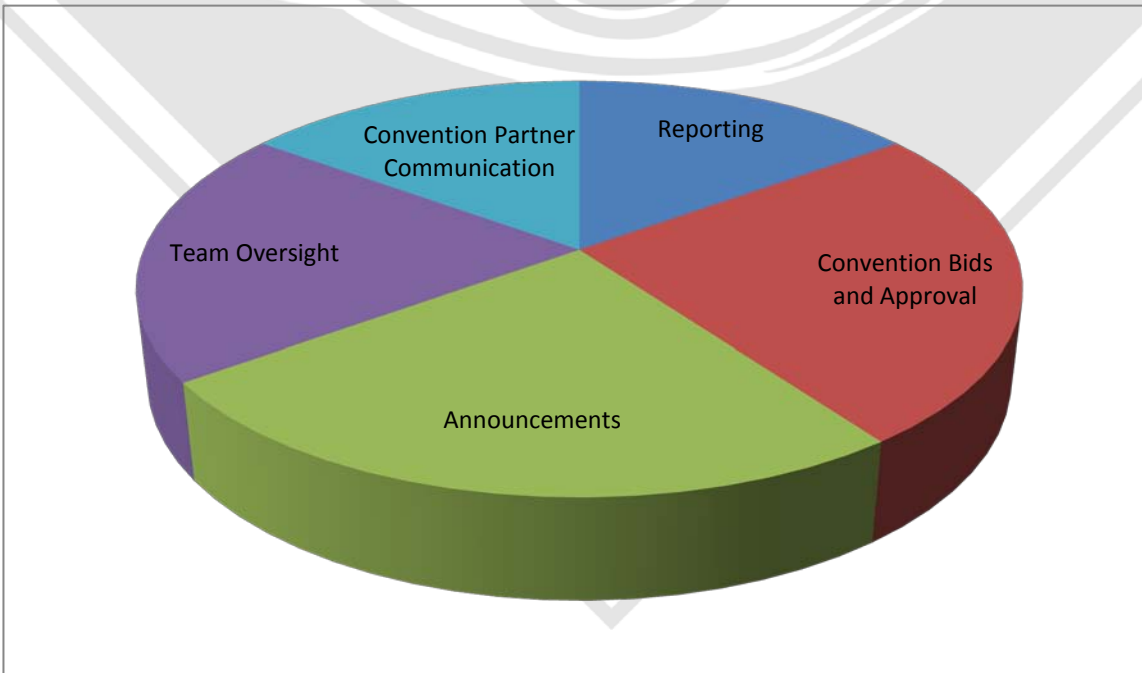
Start Date:

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.

National Conventions Administrator Signature: _____ Date: _____



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		
<u>Reporting <10%></u>		
<ul style="list-style-type: none"> • 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. 		
<u>Trade Show Bids and Approval <25%></u>		
<ul style="list-style-type: none"> • 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. 		
<u>Announcements and Marketing <25%></u>		
<ul style="list-style-type: none"> • 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 		
<u>Team Oversight <25%></u>		
<ul style="list-style-type: none"> • 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. 		
<u>Trade Show Partner Communication <15%></u>		
<ul style="list-style-type: none"> • 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:

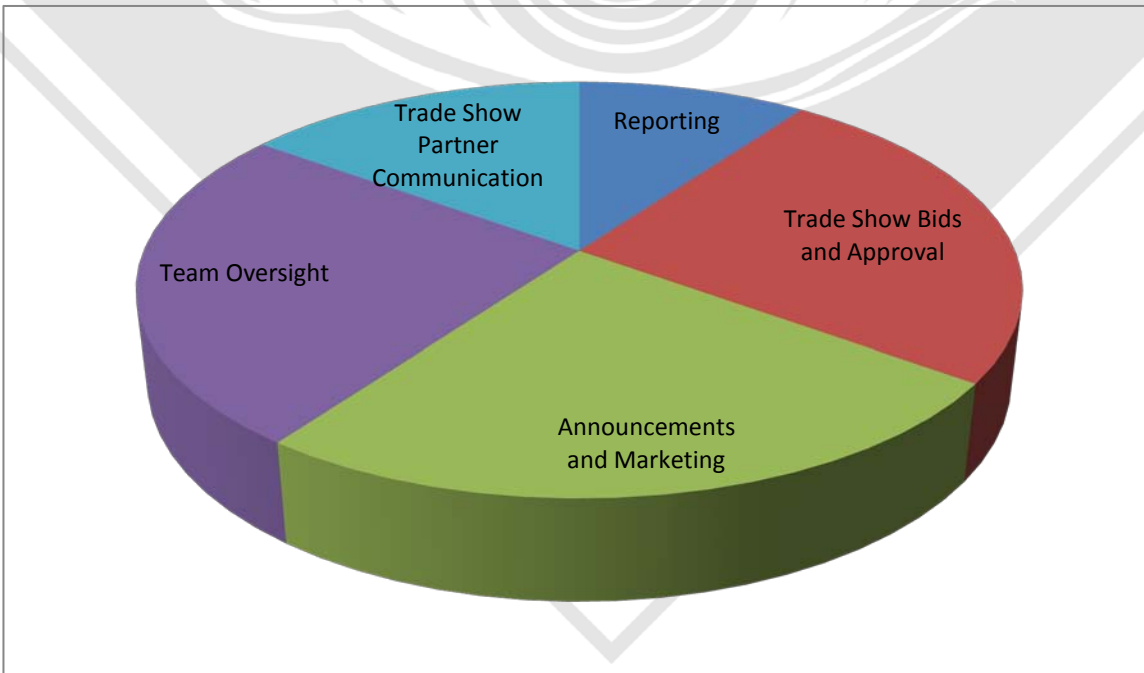
Start Date:

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

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.

Board Secretary Signature: _____ Date: _____

