

This document provides the job title and descriptions of the FSCOK board of directors. It was last updated on August 2, 2021 by the FSCOK Secretary.

FSCOK Board of Directors positions (one-year term August to August, eligible for re-election):

President

The board president convenes the executive board in regular meetings and planning sessions. Monitors progress of all FSCOK special committees and aligns their work with organizational mission and goals. They may also serve on these committees. Volunteers at FSCOK and partner organization's events. Develops community relationships to increase awareness and engagement at SoonerCon. Aids strategic planning and goalsetting for FSCOK organization and stakeholders, serving as the organization's primary executive point of contact.

Vice President

The vice president is prepared at all times to assume the role of board president, if necessary. The vice president, whose knowledge and commitment mirrors that of the president, may serve in the president's place for board activities and in the spokesperson capacity. The president may delegate special assignments to the vice president, who also works closely with committees to carry out the board president's vision and directives.

Secretary

The Secretary is responsible for the various administrative needs of FSCOK. These include: Preparation and publication of FSCOK board meeting agendas and materials, taking meeting minutes (or designates a person for the task), publishing meeting minutes following board's review and acceptance, filing various forms with Oklahoma Secretary State office, ensures all records are up to date and maintained for FSCOK organization, completes vendor correspondence and RFPs or bid requests as needed, actively participates at FSCOK events and may serve on its subcommittees, as well as assists with fundraising efforts such as community outreach, promotion, donor correspondence and lead cultivation. The secretary is prepared to assume the leadership role when the president and vice president are unavailable.

Treasurer

The treasurer serves as the financial officer. If the organization has a finance committee, the treasurer is its chairperson. The treasurer applies their knowledge of accounting to monitor finances, while directing the preparation of financial reports and summarizing the reports for the board. Works with other board officers and committee chairs to develop financial plans and prepare the organization's budget. The treasurer reviews the annual audit and tax forms and presents the financial material to the board.

Responsibilities include:

- Manages annual budget and financials, and completes routine reporting
- Signs checks
- Reviews checks in Excel/QuickBooks
- Monitors Bank of Oklahoma checking & savings accounts
- Coordinate w/ Verified First (background check vendor) w/ Volunteer Coordinator
- Create/Edit/Monitor EventBrite for Registration/Art Show/Programming/Finance
- Negotiate w/ Hotel (Embassy Inns & Suites Norman) for BEO
- Oversees all FSCOK committee event finance operations and policy development

Member-at-Large

Along with the other members of the Board of Directors, the Member-at-Large oversees the activities of the Society and ensures FSCOK is a healthy and viable member organization. They are an ambassador of the organization. They serve as the liaison between the membership and the Board of Directors by being available for discussion of any concerns that members might have.

Service in this role includes: Providing leadership, governance, and oversight; participating in meetings, strategic planning, budgeting; serving on FSCOK committees; acting as a liaison to external stakeholders; assisting in identifying and recruiting volunteers and membership; ensuring FSCOK policies are carried out and recommending modifications as needed; and aiding the advancement of FSCOK's mission by offering regular feedback and insights from its membership.

FSCOK board-appointed positions (ongoing and as-needed):

Financial Secretary

The FSCOK Secretary of Finance is a role overseen by the Treasurer and appointed by the FSCOK board of directors by a majority vote. There is not an active appointment in this position, and FSCOK has retained the services of an accountant to aid some of these tasks. The role was adopted by FSCOK for staffing options at its February 28, 2021, meeting. From those minutes:

1. This role is responsible for:
 - a. Regular day-to-day accounting for FSCOK organization (*all ledgers*)
 - i. Give a receipt for all monies received for FSCOK and remit at once to the treasurer or deposit immediately in a bank approved by the executive board. Give a copy of the deposit slip to the treasurer.
 - ii. Keep an accurate record of all receipts and payment authorizations for the treasurer's financial records.
 - iii. Prepare all payment authorizations as approved by the treasurer (*amount threshold may be indicated here if executive committee authorization is desired for expenditures exceeding such a threshold*).
 - b. Reporting:
 - i. Prepare and present a *Financial Secretary's Report* at scheduled FSCOK board meetings and at other times when requested. The report must include an accurate record of all receipts, deposits, and authorizations for payment.
 - ii. Report all funds deposited to the treasurer. These totals shall be included in the Annual Financial Report to the membership association.
 - c. Perform such other duties as may be delegated to the financial secretary by the president or treasurer.
 - d. The treasurer and the finance secretary work jointly to plan, prepare and oversee all financial transactions, related accounting, and post-operations reporting for FSCOK-sponsored events.
 - i. The event planning committee chair will routinely recommend and provide event budget reports, purchase orders, cost-savings measures, etc. related to all aspects of event's operations.
 - ii. The treasurer and/or finance secretary may designate members who may conduct purchases for event operations. Purchase orders with receipts must be retained on file for annual reporting.
 - iii. Note: The Secretary of Finance and/or the FSCOK Treasurer would be the persons responsible at events, such as SoonerCon, for taking large deposits of cash to the bank as needed.
 1. Both the Secretary of Finance and the FSCOK Treasurer must be versed/trainable in different software systems, such as QuickBooks Online, EventBrite, PayPal, and Square.

Chief of Volunteer Development

The Chief of Volunteer Development is responsible for FSCOK's database of volunteers and volunteer opportunities. Their responsibilities include recruiting and training new volunteers, supervising volunteers, upholding all FSCOK and SoonerCon policies and procedures, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills and ensures their comfort in their positions, keeping volunteers informed and conveying the organization's purpose to the public.

Responsibilities include:

- Recruiting, training, and supervising new volunteers.
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database.
- Using marketing tools such as outreach programs, e-mails, and volunteer databases.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Organizing recruiting and training events, and leading trainings.
- Keeping schedules and records of volunteers' work contributions and service hours
- Run background checks on all volunteers and staff.
- Preparing codes of conduct and operating procedures recommendations to uphold the organization's values and optimize the volunteer experience.
- Ensuring the organization's purpose is conveyed to the public via assisting with promoting, fundraising and other outreach.

Chief of Economic Development

- Spearheads all sponsorship fundraising efforts and sponsor relationship management
- Coordinates special finance campaigns and events for FSCOK
- Embarks on approved capital and operating projects in support of developing SoonerCon programming and reach.
- Grant sourcing and management of an application deadline calendar
- Manages donor and sponsor databases, and generates applicable reporting as needed
- Lead cultivation and donor recognition. Works in partnership with various committee persons such as SoonerCon Fundraising Chair, SoonerCon Convention Chair, SoonerCon Charity Manager, et al.
- Helps build organizational capacity by increasing awareness of FSCOK and engagement with its programs
- Collaborates with board to set annual funding goals and aligns fundraising goals with the budgetary needs of the organization.
- Supervises the SoonerCon Sponsorship Coordinator in that committee and its related volunteers as applicable. Absent a staffed committee person, they will serve as the primary sponsorship coordinator for the event.

Chair of SoonerCon Fundraising Committee

- Leads "Save SoonerCon," campaign fundraising efforts and coordinates special events to conduct this fundraising
- Manages campaign donor information, donation tracking, and applicable reporting
- Promotes community awareness of FSCOK and engagement with its programs
- Recommends capital and operating projects in support of developing SoonerCon programming and reach.
- Assists with grants and seeking event sponsorships
- Establishes a targeted funding goal for the "Save SoonerCon," campaign, creates a recognition system to honor its donors and aligns that fundraising goal with the budgetary needs of the organization.

This special appointment is currently serving a term concluding with the SoonerCon 2022 convention scheduled on June 24-26, 2022.

SoonerCon Convention Chairperson

The SoonerCon Convention Chair provides the leadership for the entire event planning process. As the leader, the Chairperson recruits and motivate committee members and event volunteers, assists with fundraising and program development, and acts as the spokesperson for this entire group. They will orchestrate the overall SoonerCon production, providing advice when needed, and will be prepared to make the final decisions after consulting with the SoonerCon committee's department directors and the FSCOK board. During the convention event, they will routinely make final decisions related to the event, consulting with designated members in their various leadership functions as much as possible.

The term of service is one calendar year (August to August).

The Chairperson is asked to prepare a written annual report the end of the convention outlining the major activities and issues that were covered during the year. At the end of each Chair term the data will be presented at the August meeting of the FSCOK board of directors as part of finalizing the board's business items related to SoonerCon for the year. This report is to be made available to the incoming Chair.

Experience, Knowledge and Attitude:

The ideal candidate for volunteer service as an Event Chairperson will be great with people! They will be an individual who can motivate others and manage several tasks and persons at once. This person should have an upbeat, can-do attitude.

Ability to communicate, listen and to seek others' input, resolve conflicts, good organization and follow-through, time management, fundraising, leadership, and administrative skills are essential for success in this role. This includes being willing and able to commit time to leadership during the full term of service. Experience with management, nonprofits and community development is a plus.

Time Commitment:

Average 40 hours per month, with additional time spent in the 60 days leading up to the convention event and during that month. Must be available all production days of the convention event weekend through the closeout period (Thursday through Monday) and complete post-event reporting at the August meeting of the board of directors. The chairperson should miss no more than 3 board meetings annually. They are highly encouraged to attend all events, and other functions as necessary as an important leader within FSCOK's organization.

Event chairpersons are eligible for re-appointment by the FSCOK board once their term is up.

Specific Job Duties, Competencies and Expectations:

- Oversee the entire convention event and planning process. This includes helping determine the type of event, theme, and program.
- Coordinate efforts with board members to best serve the membership and ensure the mission of FSCOK is advanced by this work. Must be prepared to routinely communicate in writing and via other channels.
- Appoint and/or encourages volunteers to take responsibility of certain event components. Assists convention committee department directors and the FSCOK Chief of Volunteer Development with committee staffing appointments and member resignation and/or termination, as well as works with the FSCOK Chief of Volunteer Development on a regular basis to maintain the committee's organizational chart.
- Recruit additional committee members as needed. Also help recruit SoonerCon event volunteers.
- Provide ongoing motivation for committee members, ensuring that work is progressing and enthusiasm is high.
- Ensure that communication between committee members is active, productive, and positive.
- Develop work plan and agenda for the committee to stay on task.
- Coordinate and lead ongoing in-person and virtual meetings of the Committee and prepare these agendas. Works with directors to source meeting locations for effective work collaboration and

discussion. Review all preparations for meetings to ensure that meetings run smoothly. Foster a meeting environment that encourages creativity and the development of new and exciting ideas.

- Develop leaders from within the committee who may be enlisted to chair the event in future years.
- Assist members of the committee as needed or requested.
- Follow up with emails, virtual and in-person meetings and phone calls.
- Responsible for making event financial decisions with assistance from the FSCOK Treasurer and other leadership members. This includes conducting RFPs, sourcing vendors and sponsors, preparing and signing contracts and applications, preparing and maintaining budgets, completing purchase orders, and assisting with purchasing.
- Make sure the committee prepares and presents a budget for approval by the FSCOK board before an event or function can be finalized.
- Make sure committee prepare a cost analysis summary updating budgeted costs with actual expenses, revenue, and member/guest participation after each event, and turn in to board treasurer.
- Make sure all contracts pre-approved by the FSCOK board. Only specific members have signature authority on behalf of FSCOK. The convention chairperson will sign banquet event orders, banquet checks and related documents for the event.
- Assist with fundraising for SoonerCon. This includes soliciting auction items, program book ads, individual and corporate sponsors, and other donations for the convention, as well as providing grant application information about SoonerCon when needed.
- Work with Finance to manage and adhere to approved budget.
- Send “thank you” letters or notes to all individuals and businesses providing sponsorship, in-kind donations, volunteers, committee members, etc.
- Assist with development of the convention program. This includes working the Programming department to prepare entertaining and educational content, developing the event schedule, contacting potential guests, making arrangements for selected meetings/events, coordinating with the guests, convention directors and the hotel to ensure all equipment, food and other needs are met, assisting with event set-up, production and clean-up.
- Make sure venue is suited for event and serve as FSCOK’s primary liaison to the venue.
- Prior to the convention, conduct meetings with hotel for planning SoonerCon, which may include directors. During the convention, work with hotel staff to resolve issues.
- Help source vendors for Artist Alley and the Exhibitors Hall.
- Serve alongside the SoonerCon Charity Manager as a liaison to FSCOK’s designated charity partner for the convention event.
- Assist with convention promotion and publicity by distributing promotional materials and helping staff SoonerCon’s booth at outreach engagements, attending special events in the community throughout the year, being a media resource for news stories and podcasts scheduled by the Director of Communications, and routinely liaising with fandom and STEAM interest groups.
- Contribute ideas and occasional content and quotes for articles, website, news stories, and other promotional materials describing SoonerCon’s scheduled programs.
- Attend and participate in scheduled FSCOK board meeting and the SoonerCon convention.
- Participate in the development and implementation of short-term and long-term strategy planning for the Future Society of Central Oklahoma and its programs. Review programs evaluations and make recommendations for the planning of future events.
- Assist board with other projects as requested.