



# Society for Design Administration

## Bylaws Committee Chair

### Position Description

#### Position Description:

The Bylaws Committee Chair is the lead person who oversees the Bylaws Committee. The Bylaws Chair comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the Governance Bylaws Committee. The Bylaws Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines, or as requested by the President and/or ExCom. At the end of the one-year term, the Bylaws Committee Chair may remain the Bylaws Committee Chair for one additional year, at the discretion of the President Elect.

#### What to Expect:

The Bylaws Committee Chair position is one of leadership - to direct and implement the vision that ExCom has established through the strategic planning process. The Bylaws Committee Chair must manage the members of the Bylaws Committee to ensure that projects and tasks are being kept to schedule and implemented on time. The Bylaws Committee Chair may be called upon to represent the Society at official functions, which may require travel and time off from an employer.<sup>1</sup> An estimated time commitment of two (2) to four (4) hours per week on monthly commitments and reports, which includes, but is not limited to, Governance Bylaws Committee Chair Report, monthly telephone conference call with Governance Bylaws Committee members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for Leadership Conference and EDSymposium as required. Ability to respond to email in a timely manner is required.

#### Time/Financial Expectations:

Event/Task	Time Commitment	Funded by SDA <sup>2</sup>	Not Funded	Anticipated Dates
ExCom/Committee Chairs Strategic Retreat	2 days	Airfare, ½ hotel, meals	N/A	June/August
EDSymposium (with Leadership*)	3 days	N/A	Airfare, hotel, registration	May
ExCom/Committee Chairs Conference Calls	1 hour per month	N/A	N/A	Per schedule
ExCom/Committee Chairs Conference Call Prep	.5 hour per month	N/A	N/A	
Bylaws Committee Report	1 hour per month	N/A	N/A	Per schedule
Bylaws Committee Conference Call	1 hour per month	N/A	N/A	
Miscellaneous email correspondence and tasks	1-2 hours per week			
Work on initiatives undertaken	2 hours per week			

\* Leadership is subject to be scheduled as a separate national event during some years, all to be determined by the current Executive Committee and economic conditions.

<sup>1</sup> Requirements to attend any of SDA's National events will be evaluated and determined by the Executive Committee in a timely manner.

<sup>2</sup> During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

## **Duties and Responsibilities:**

- ◆ Oversees the Bylaws Committee
- ◆ Oversees the development and implementation of goals and objectives for the year, which reflect the overall strategic plan and vision of ExCom
- ◆ Submits, in accordance with Bylaws Article XVII, Amendments to the Bylaws of SDA
- ◆ Considers, edits and/or correlates proposed Amendments as they may originate and as they are referred to, with the proposers of the Amendment identified in the notice
- ◆ Receives and examines Bylaws, which are presented by Chapters for conformance with National Bylaws and advise Chapter in writing of non-conformance, suggesting wording that will conform to National Bylaws
- ◆ Reviews each chapter's compliance with the chapter accord – submitting reports, financials, IRS, etc.
- ◆ Maintains a signed copy of the current Bylaws and Standing Rules, and distribute copies to ExCom and Chapter Presidents for their files
- ◆ Maintains a signed copy of the Bylaws of each Chapter, and provide a signed copy for the files of National Headquarters
- ◆ Maintains website communications relevant to Bylaws/Governance
- ◆ Prepares monthly Bylaws Committee report, noting all activity / action and status of tasks for that month. Distributes to Headquarters and President Friday prior to scheduled monthly conference call
- ◆ Attends annual and presents proposed Bylaw and Standing Rules amendments during the Annual Business Meeting during EDSymposium
- ◆ Attends ExCom / National Committee Chairs Strategic Retreat (if any) (June)
- ◆ Communicates with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
- ◆ Assesses the need for volunteers to enhance program/service delivery
- ◆ Authors communications relative to the Bylaws/Governance Committee for BTM and such SDA communications as determined in schedule
- ◆ Acts as liaison to committees intersecting with the Bylaws/Governance
- ◆ Works with Headquarters to keep bylaws information updated on the SDA National website – headshots of committee members, deadlines, etc.
- ◆ Prepares annual wrap-up report for the Bylaws/Governance Committee

## **Committee Purpose/Responsibilities:**

- ◆ Ensuring all workings of the Society are in compliance of the established National Guidelines

## **Budgets Responsible to Develop:**

- ◆ Bylaws Committee to submit proposed budget to ExCom for final approval