



## JOB DESCRIPTIONS FOR ICSS OFFICERS AND BOARD

**PRESIDENT** -- Represents the ICSS in activities that further the goals and objectives of the organization; fills all appointive offices with the consent of the Executive Board; proposes annual priorities subject to the consent of the Executive Board; implements Executive Board directives, assists the President-Elect, Vice-President, and Treasurer in preparing the annual budget for adoption by the Executive Board; contacts new board members and sends them copies of the ICSS Constitution and Officers Handbook; completes NCSS affiliation surveys, and signs an annual certificate stating membership in NCSS, Inc. Represents ICSS at the NCSS Conference.

**PRESIDENT-ELECT** -- Assists in planning ICSS activities and is directly responsible for the General Sessions at the ICSS State Convention; assists the President, Vice-President, and Treasurer in preparing the annual budget for adoption by the Executive Board; coordinates the work of the ICSS standing committees; and is responsible for planning for ICSS annual meeting, attends all meetings of the Board of Directors and presides in the absence of the President at said meetings.

**VICE-PRESIDENT**— assists the President-elect in planning the state conference; assists the President in supervising the work of standing committees and assumes other duties as requested by the President or the Board of Directors; helps the President, President-elect, and Treasurer prepare the annual budget, and attends all meetings of the Board of Directors.

**PAST PRESIDENT** – Updates ICSS Handbook and assists in the transition of business to the President. Aids the President in all ICSS activities, as well as other duties as requested by the Board of Directors. Serves as a member of the Nominations Committee.

**SECRETARY** -- Keeps official minutes and forwards copy to the ICSS Board of Directors for approval. Sends a final copy to the President and the ICSS Administrative Assistant at CORG for filing. (Jennifer Routh, [brownijl@iu.edu](mailto:brownijl@iu.edu))

**TREASURER** -- Handles ICSS income and expenses and implements an annual financial report for ICSS; assists the President and President-Elect in preparing the annual budget for adoption by the Executive Board; works with the ICSS accounting firm, which conducts a review of ICSS financial records; and pays taxes. At the direction of the Board, handles CD rollovers. Works with Conference Exhibits Chair to rectify exhibit receipts from annual conference. Pays bill for website subscription

Completes the following documents: Indiana Business Entity Report, Indiana Sales Tax Forms, Indiana not for profit organization report. Sends W-9 form for payment as needed. Treasurer will forward Paypal info to Membership Chair. Pays insurance bill (Zeller Insurance, Columbus, Indiana) in November.



**BOARD OF DIRECTORS** -- Determines ICSS policies and priorities; consents to appointments; devises an effective membership plan; determines the proper use of grants. Board of Directors' meetings are held approximately four times a year, including a Board meeting which is held the evening prior to the State Conference. Board members assist in State Conference planning and operations during the conference. Attendance at the conference is expected. Additionally, a one to two-day summer advance is conducted to plan the calendar and events for the following year. Board members are responsible for travel to meetings and expenses for overnight accommodations. Board members are expected to maintain membership in the National Council for the Social Studies. *Because Board meeting dates are set with the approval of the Board, all members are expected to miss no more than one Board meeting annually. Members who cannot attend meetings will be asked to leave the Board.*

**NEWSLETTER EDITOR** – Collects and creates information, articles and events for publishing as necessary, 4 – 5 times a year. Sets a schedule for publication deadlines. Works with Board to identify content and themes. Contacts potential authors to solicit articles for each issue. Proofs, fact checks, and edits articles submitted. Electronically lays out *Viewpoints*. Electronically produces final version of *Viewpoints* for distribution.

**Director of Communications (currently open)**

- Write copy as needed as requested by the Board and/or the President.
- Produce ads for the conference (promoting the conference) and ads as needed by the Board, President, or Chair of the Professional Development committee.
- Oversees and participates in the ICSS Members Facebook page (e.g. promotion of professional development opportunities; inclusion of relevant best social studies current events, lessons links; announcements of grants; dissemination of IDOE info; promoting dialogue between members)
- Facilitate the collection and dissemination of lessons and materials for member use. Encourage members and other outstanding social studies professionals to develop lessons and materials for member use i.e. recruit the creation of materials for the Council.

**WEBMASTER** – Manages ICSS website and updates and maintains online documents and announcements.

**SOCIAL MEDIA**

**Facebook** – Susan Tomlinson is one of the administrators and posts on a regular basis. ICSS welcomes posts from others that are specifically related to items of interest to social studies educators. Posts from followers are encouraged. Guidelines for Facebook postings from followers (including vendors or organizations) are that there should be no more than one post per week, no sales, and no political opinions.

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**Twitter** – Kevin Cline is the Twitter account administrator. Items shared with Kevin via email can be posted on Twitter. [kcline@flcs.k12.in.us](mailto:kcline@flcs.k12.in.us)



**BOARD LIAISONS** – ICSS invites representatives from social studies-related organizations to serve as a liaison between ICSS and their organization. ICSS serves as an umbrella organization for social studies in Indiana and seeks to provide networking opportunities and dissemination of information between Hoosier organizations whose work it is to promote social studies in the schools and resources and professional development for teachers. A liaison is: included in Board and membership mailings and ICSS Member Facebook page; invited to all Board meetings to present (5 - 10 minutes), entitled to advertising on website and announcements. In return they agree to disseminate ICSS announcements as appropriate and an ICSS representative is added to their membership list. They are a non-voting member of the Board.

**MEMBERSHIP COMMITTEE CHAIR** -- Handles organizing and coordinating the membership activities of ICSS; presides over meetings of the Membership Committee; and is appointed by the President. Upon receipt of Paypal notifications forwarded by the Treasurer, checks and/or updates membership on website. Additional responsibilities include:

- quick responses to email queries from members or potential members,
- manual online updating for membership for Institutional Memberships,
- following the conference, reconcile the conference attendance and membership applications/payments
- set automatic renewal reminders,
- work closely with the ICSS Treasurer to double check membership
- oversee, coordinate, promote outreach activities, e.g. Pub PDs

**NOMINATIONS COMMITTEE** -- Handles organizing and coordinating the nominations for the ICSS Board of Directors and Officers; Past President is a member of the nominations committee. See Nominations and Election timeline in Handbook.



## CONFERENCE COMMITTEE/CONFERENCE PLANNING

**CONFERENCE COMMITTEE FOR ICSS STATE CONFERENCE** -- works with the President-Elect on convention planning. Is responsible for seeing that the following tasks are accomplished:

1. Make arrangements for facilities and services, meals, transportation and tours.
2. Secures/acquires audio-visual equipment.
3. Makes vendor, book and materials exhibit arrangements.
4. Secures room reservations; procuring site and motel accommodations information.
5. Coordinates other activities deemed necessary by the President-Elect.
6. Coordinates Conference Awards with Awards Committee.

**EXHIBITS CHAIRPERSON FOR ICSS STATE CONFERENCE** –contacts and acts as the point of contact for any vendors interested in having exhibit space at the state convention. Serves as the liaison between the convention facility and the vendors, conveying information regarding the standard operating procedures for exhibit space and rules and regulations. Solicits vendors for donations and/or sponsorship for speakers, meals, or events. Arranges raffle. Adds vendors to membership list on website.

**AWARDS COMMITTEE** – Works with Conference Committee to coordinate awards for conference. Oversees the Dennis Beadles Pre-Service Teacher Awards that are chosen in May. See timeline and forms in Handbook.

## CONFERENCE TIMELINE—based on a mid-November Conference

### January

Discuss conference evaluation results  
Determine conference profits  
Date and location approved  
Conference pictures and awards and thank you published in Newsletter

### February

Conference Committee revises and finalizes proposal forms and exhibitor applications  
Sign conference contract with facility rep

### March/April

Pre-service teacher awards info sent to university professors  
Conference update at spring BOD meeting

### May

**As soon as conference is set, send info to: [councils@ncss.org](mailto:councils@ncss.org)<[councils@ncss.org](mailto:councils@ncss.org)**  
Recognition letters sent to Pre-Service Teacher Award winners  
Add these pre-service teachers to ICSS membership

“Save the Date” initial conference email blast to ICSS, NCSS Indiana Members and University Professors and Vendors from list and Learning Connection through IDOE Social Studies Specialist and Elementary Principals list



### **June/July**

Advance – determine conference fees, approve registration form  
Newsletter issue includes proposal and exhibitor forms and congratulations to Pre-Service Teacher Award winners  
Post all conference forms on website  
Email ICSS members, NCSS Indiana members, and university professors and elementary principals with conference info once keynotes are confirmed  
NCSS should send copy of NCSS Indiana members in July after ICSS has turned in affiliate report.  
Follow up with an email to the above groups reminder of presentation proposal deadline

### **August**

Proposals accepted and letters of acceptance or non-acceptance sent  
If needed, solicit presenters in areas not represented.  
Outreach - ICSS Contacts, Indiana NCSS Members, GENI, IPS, IDOE List of Central Indiana SS Teachers/Principals

### **September**

Reminder of Awards deadlines  
(early) preliminary list of presentation titles readied for Newsletter  
Follow up with keynotes  
Letters to exhibitors re: update and presentations and ads or raffle items

#### **Program – To be included:**

- Letter from ICSS President
- Pre-Service Teachers award winners list in program along with other award winners
- Include vendors and sponsors (keynote, meal, etc.)
- Map of facility
- Thank you to sponsors
- Location of breakfast
- Ads

Finalize rooms  
Grid of presentations  
Mailing to Professors  
Mailing to members  
Mailing to NCSS Hoosiers  
Letters to presenters  
Letter to vendors to check/proof program page  
Additional outreach

### **October**

Signage, room assignments  
Letters to vendors  
Reminders to presenters to register  
**Certificate of Liability from Zeller's Insurance**  
Order award plaques  
Additional Outreach

### **November**

Finalize Numbers and meal count  
Nametags  
Print Programs