

ISAUU Roles and Committees

updated 7.26

ISAUU BOARD COMMITTEES

Webmaster (ISAUU website, social media for ISAUU and Shops)

Our webmaster updates the ISAUU website a few times a year and updates social media regularly.

SKILLS NEEDED: Ability to edit websites and develop social media presence to raise awareness and support of ISAUU and the Shops on Star. **WHEN:** Ongoing.

Religious Professionals Grants Committee

This committee oversees the religious professionals grant process whereby the ISAUU financially supports religious professionals coming to Star as a conferee for the first time. **SKILLS NEEDED:**

Commitment to reading grant applications, responding to emails from the committee chair, and participating in zoom meetings regarding applications (1-3 meetings). **WHEN:** Work primarily occurs in April, May and July.

Conference Grants Committee

This committee oversees the conference grant process whereby the ISAUU financially supports conference programming. **SKILLS NEEDED:** Commitment to reading conference grant applications, responding to emails from the committee chair, and participating in zoom meetings regarding applications (1-2 meetings). **WHEN:** Work primarily occurs February-April.

Nominating Committee

This committee solicits nominations for new ISAUU BOD members, considers candidates, and communicates with candidates regarding roles and responsibilities. **SKILLS NEEDED:** Commitment to gathering candidate names with efforts to cast a wide net among people committed to Star Island, responding to emails from the committee chair, and participating in zoom meetings regarding nominations (2-4 meetings). **WHEN:** Work primarily occurs August-October.

Membership Committee

This committee updates ISAUU membership records, conducts targeted campaigns to increase membership, and communicates regularly with membership. **WHEN:** Ongoing

Shops on Star Advisory Committee At-Large Members

At-Large members will serve on the Shops Advisory Committee, which will engage in organizational level decision-making regarding the Shops' operations. They will attend Shops Advisory Committee meetings (2-3 per year). **SKILLS NEEDED:** An understanding of the Shops on Star, business operations, sales, or management. **WHEN:** Ongoing.

ISAUU Board Officers

President

- Responsible for oversight of all meetings and activities of the Board in accordance with the ISAUU By-Laws.
- Gathers and disseminates meeting materials and facilitates meetings of the Board and the Annual Meeting of the membership.
- Ensures committees successfully complete duties and provides support as needed.
- Serves on the SIC Board of Directors and fills all roles as needed as a member of that Board, including SIC Board Committee participation.
- Reports activities of the SIC to the ISAUU board, as well as activities of the Shops on Star and the ISAUU to the SIC board, as appropriate.
- Works closely with the Chair of Shops on Star Committee to oversee all activities related to managing the Shops on Star.
- Works with the Treasurer to ensure sound fiscal management of all revenue and expenses related to the ISAUU and the Shops on Star. Works with the Treasurer to determine annual donations to the SIC.
- Works with the SIC CEO to determine the terms of the contractual agreement between ISAUU and SIC.
- Collaborates with SIC staff to conduct the work of the ISAUU and the Shops on Star in a mutually beneficial manner.

Vice President

- As an officer of the ISAUU Board, the Vice President supports the Board President, conducts the work of the board as needed, and serves on board committees as appointed.
- The Vice President is prepared to step into roles as needed in the President's absence.

Treasurer

- As an officer of the ISAUU Board, the Treasurer supports the Board President, conducts the work of the board as needed, and serves on board committees as appointed.
- Manages the finances of the ISAUU. Prepares annual budget in conjunction with Shops Committee.
- Maintains financial books and records. Manages/monitors ISAUU bank, money market, and credit card accounts. Makes periodic disbursements to pay bills and Conference and Religious Professional Grants.
- Prepares periodic financial statements for the ISAUU. Prepares and files Federal tax returns each year. Files annual and five year reports with the State of New Hampshire.

Secretary

- As an officer of the ISAUU Board, the Secretary supports the Board President, conducts the work of the board as needed, and serves on board committees as appointed.
- Keeps minutes of the ISAUU Board meetings and sends draft minutes to the board for review after the meeting. Presents minutes for approval at the next board meeting, edits as needed, and posts to the Board shared drive.
- Maintains an updated Board member list, contact information, terms, committee appointments, etc. Ensures all board members have current bios and have submitted necessary documents including the conflict of interest policy.
- Notifies SIC Board Secretary of ISAUU President election results, as well as the ISAUU representative to the SIC Board in cases where those two individuals differ.