

PSA DIVISIONS VICE PRESIDENT
Master Operations Manual
Revised March 14, 2017

INTRODUCTION

This Master Operating Manual for the Divisions Vice President provides a summary of the Division VP's 1) general responsibilities; 2) term of office; 3) supervisory responsibilities; 4) required meetings; 5) specific duties; 6) budget; 7) equipment required; and 8) time required. The Division VP's annual calendar is presented as Appendix A.

I. GENERAL RESPONSIBILITIES

The PSA Division Vice President is responsible for working with Division Chairpersons to oversee the services and activities provided by the six PSA Divisions [3D Division (3DD), Nature Division (ND), Projected Image Division (PID), Photojournalism Division (PJD), Photo Travel Division (PTD), and Pictorial Print Division (PPD)]. The Division Vice President also has primary supervisory responsibility for overseeing the collaborative and cooperative activities of Divisions. In addition, the Divisions VP is a national officer and a member of the PSA Board of Directors.

II. TERM OF OFFICE

Like all members of the PSA Board of Directors, the Divisions Vice President is elected in odd-numbered years for a two-year term. The term limit for Divisions VP is three consecutive terms.

III. SUPERVISORY RESPONSIBILITIES

Division chairpersons report to the Divisions VP. The Divisions VP represents each Division to the PSA Board and reports to the Board on the activities of each Division.

IV. REQUIRED MEETINGS

The Divisions Vice President is a member of the Board of Directors; The Divisions Vice President must attend the semi-annual Board meetings at the annual Conference and the semi-annual meeting in the spring (usually April) at PSA headquarters.

At the Conference the Divisions VP arranges for, organizes and presides at meetings of Division Chairpersons and/or other Division officers as desired. Usually there is a meeting before the conference, and one at the close of the conference (*The incoming Division VP may be invited by the outgoing Divisions VP to preside at the final Division Chairs/Officers meeting if so desired.*) Sometimes a third meeting for Division Chairs and/or other Division Officers is required for training or educational purposes, and these are the responsibility of the Divisions VP.

The Division VP will also attend the annual meeting of each Division (*note- most of these are in conjunction with an annual division meal*).

The Divisions VP will attend the PSA Membership (Opening) Meeting of the Conference.

V. SPECIFIC DUTIES

- The specific duties of the Divisions VP include supporting and facilitating as necessary

the work of the Division Chairpersons and serving as the liaison between these six individuals and the PSA Board of Directors.

- The Divisions VP represents the Divisions to the Board of Directors and assures that the concerns and issues within the divisions are communicated to board members.
- In addition, like all Board members, the Divisions VP also participates in the discussion and vote on any email motions required between regular Board meetings and prepares periodic reports and articles for the PSA Journal and PSA Website.
- Like all Board members, the Divisions Vice President
 - About two months before the semi-annual Board meetings, notifies the chairpersons of the Divisions and of all Committees under his/her supervision that semi-annual reports are due;
 - Prepares his/her own semi-annual report of the Divisions VP's activities and collates the reports of the committees reporting to the Division VP; and
 - Emails his reports and agenda to the President, Secretary, and Operations Manager by the due date set by the Secretary.
 - Makes an oral presentation following his/her agenda at each Board meeting and may seek the input of other Board members.
- Like all Board members, the Divisions Vice President participates in the discussion and voting on all email motions between the semi-annual "face-to-face" meetings of the PSA Board and Executive Committee. For each email motion of the Board, there are generally three e-mail communications from the Secretary
 - 1) The statement of the motion and request for Board member discussion;
 - 2) The summary of all Board member comments and call for the vote on the motion; and
 - 3) The voting results.
 (Note that each email motion is reaffirmed by vote at the next "face-to-face" meeting.)
- Like all Board members, the Divisions Vice President writes a column for the *PSA Journal's* "On My Mind" feature, according to the schedule distributed by the Publications VP (about once every eighteen months.)
- Like all Board members, the Divisions Vice President provides files, documents, templates, and other materials to his successor.

VI. BUDGET

Like all Board members, the Divisions Vice President prepares an annual budget (or estimates expenses) and submits it to the Treasurer, usually by about March 1. Note that Board members can be reimbursed for travel and hotel expenses to the semi-annual meeting (usually in April) in Oklahoma City. An adequate dollar amount should be included in the budget in order to request reimbursement. Such expenses are not reimbursed for the semi-annual meetings held during the PSA International Conference.

VII. EQUIPMENT REQUIRED

Like all Board members, the Divisions Vice President should have minimal equipment for communicating with the Board between semi-annual meetings.

- A computer with a word processing program is necessary for preparing minutes and other official documents of the Society.
- E-mail capability is necessary for exchanging ideas and voting on email motions between the semi-annual Board meetings.

VIII. ESTIMATED TIME REQUIRED

The Divisions Vice President is required to spend many hours performing his duties and should expect the following time demands.

- An estimate of time required for carrying out duties is between five to seven hours per week including planning, writing, communicating, and reporting.
- Approximately six hours are required to prepare the reports for the agendas and reports before each semi-annual Board meeting.
- Like all Board members, the Divisions Vice President is required to attend the meetings described in “Required Meetings” which usually last about three to five days for the semi-annual meeting in Oklahoma City in the spring and about three or four days before and during the annual International Conference, not including travel time.
- Special projects may also require a significant time commitment.
- In sum, approximately 24-30 hours per month are required for routine correspondence; for maintaining files; for writing PSA Journal and Website news items; for participating in email motions; for communicating with various committees, and for supporting chairpersons and taking necessary initiatives to encourage smooth operations.

IX. DIVISIONS VICE PRESIDENT’S CALENDAR

The month-by-month tasks generally performed by the Divisions Vice President are presented in Appendix A, “Divisions Vice President’s Calendar”.

Revised: June 1, 2020

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APPENDICES

Appendix A
Divisions Vice President's Calendar

January

- About January 31, after checking with the Operations Manager on the BOD report due date, send “first request” to Division Chairpersons for the spring “Division Report” that is due in early March (depending upon the date of the BOD meeting, usually about four weeks before the spring board meeting) .

February

- About February 15, send a second reminder to Division Chairpersons that the “Division Report” for the spring semi-annual BOD meeting is due by the appropriate March date.

March

- Collect the Division summaries of *successes, problems and plans* and prepare the Division Vice President's report for the semi-annual spring meeting including the agenda and/or any motions for the Divisions part of the meeting.
- Make any requests for items the Strategic Planning agenda.

April

- Attend, and participate in the semi-annual meeting of the PSA Board of Directors and as well as Strategic Planning discussions of special committee assignments.
- Prepare a summary report of significant Board actions and disseminate this to the Division Chairpersons.

May

- In even number years be sure that Division Nominating Committees submit their slates by May 1 for publication in the July issue of the Journal

June/July

- About July 1, after checking with the Operations Manager on the due date, send the first request to Division Chairpersons for the Division Annual Statistical Reports which should be due about August 10 (*the PSA calendar year is July 1, through June 30*). Send a template.

- About July 30, notify Division Chairpersons with a second reminder that the Division annual reports will be due.

August

- Early in the month collect all Division reports and prepare the Divisions Vice President Annual Statistical Report for the semi-annual BOD meeting at the conference.
- Solidify the agendas and plans for the Division Chairpersons/Officers meetings at the Conference.

September

- Attend appropriate meetings at the PSA Conference. Follow up on any problems or issues presented by the Divisions.

October

- Remind Division Chairpersons and Division Historians that the Division History report is due to the Public Relations Vice President by December 1.

Throughout the Year Tasks

- Follow through on all PSA Committee or Task Force assignments as appropriate.
- See that Division Chairpersons are kept informed about PSA matters and especially those relevant for all Divisions or for individual Divisions.
- See that the BOD members are kept informed about specific Division concerns or issues.
- Take initiatives to simplify PSA operations by urging Divisions to adhere to similar procedures when possible.