

PSA EXECUTIVE VICE PRESIDENT Master Operations Manual

Revised MARCH 15, 2017

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INTRODUCTION

This Master Operating Manual for the Executive Vice President (EVP) provides a summary of the EVP'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 EVP's annual calendar is presented as Appendix A. The general duties and responsibilities for the standing committees under the supervision of the EVP are presented in Appendix B.

I. GENERAL RESPONSIBILITIES

The PSA Executive Vice President is responsible for (1) being prepared to take over the responsibilities of the PSA President should such a need arise; and (2) be a member of the Executive and the Finance Committees. The Executive Vice President also has primary supervisory responsibility for overseeing the activities of the Educational Services, Nominating Committee, Service Awards, Society Recognition Awards, and Portfolio Distinctions. The EVP also has the supervision responsibility for the PSA headquarters operation and all staff. The EVP is a national officer and a member of the PSA Board of Directors.

II. TERM OF OFFICE

The Executive Vice President is elected in odd-numbered years for a two-year term. The term limit for the EVP is two consecutive terms.

III. SUPERVISORY RESPONSIBILITIES

The EVP has supervisory responsibility for 7 standing committees and the Chairpersons of these standing committees report to the EVP. The EVP represents each committee to the PSA Board and reports to the Board on the activities of each committee he supervises.

- **Educational Services (LTVP)**

The Educational Services Director provides for developing and administering educational courses for PSA members.

- **Service Awards**

The Service Awards Director's task is to recognize PSA individuals and clubs for their exceptional service with PSA Service Awards, by accepting applications and reviewing them for accurate information.

- **Society Recognition Awards (SRA)**

There are eight society awards that recognize PSA members for their contribution to photography and to PSA. They are presented during the Opening Meeting of the PSA Annual Conference. The recipients of these awards are selected by the Society Recognition Awards Committee that is composed of five PSA members who serve five-year terms. The President appoints one member each year and the most senior member of the

Committee is the Chair. The Society Recognition Awards Committee Chair reports to the Executive Vice President. If proposals are not received for all awards, the EVP and the Honor's Search team propose recipients so that all awards are given every year.

- **Nominating Committee**

The Nominating committee composed of 8 members are charged with enlisting PSA members for positions within the organization. Each member serves a 2 year term and may be reappointed for a second term at the discretion of the President

- **Portfolio Distinctions**

A committee which assesses portfolio applications and grants distinctions to successful applicants: Bronze, (BPSA); Silver, (SPSA), and Gold, (GPSA).

- **PSA Headquarters Staff**

In addition to the 5 standing committees, the EVP supervises the staff at PSA Headquarters and this involves: monitoring all PSA emails sent to Headquarters; frequently communicating with and supervising the Office Manager (OM) and their staff; yearly researching Oklahoma City pay scales and suggesting salary increases, bonus's and benefits for the full time and part time employees in conjunction with the PSA Treasurer, if appropriate; performing yearly written evaluation on the performance of the office manager; reviewing the OM evaluations on the staff; receiving monthly reports – attendance, award mailings, and monthly mail sent; receiving annual inventory report; reviewing the annual revision of the office operations manual and PSA Policy book, which are maintained by the OM. The PSA Treasurer supervises all financial matters.

IV. REQUIRED MEETINGS

The EVP is a member of the Board of Directors, the Executive Committee, and the Finance Committee; and the EVP has supervisory responsibility for 5 standing committees.

- The EVP must attend the semi-annual Board meetings at the annual Conference and the semi-annual meeting in the spring (usually April) at PSA headquarters. They are also a member of the Executive Committee and the Finance Committee, which also meet twice a year.
- At the Conference meetings of the EVP committees, the EVP also attends, and sometimes chairs, the committees for which they have supervisory responsibility.

V. SPECIFIC DUTIES

In addition, like all Board members, the EVP also participates in the discussion and vote on any email of other electronic means on motions required between regular Board meetings and prepares periodic reports and articles for the PSA Journal and PSA Website.

- Like all Board members, the EVP
 - About two months before the semi-annual Board meetings, notifies the chairmen of all Committees under his supervision that semi-annual reports are due;
 - Prepares his own semi-annual report of the EVP's activities and collates the

- reports of the committees reporting to the EVP; and
- Emails these reports and agenda to the President, Secretary, and Operations Manager by the due date set by the Secretary.

Like all Board members, the EVP participates in the discussion and voting on all email motions and other electronic means between the semi-annual “face-to-face” meetings of the PSA Board and Executive Committee.

- Like all Board members, the EVP 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 EVP provides files, documents, templates, and other materials to their successor.

VI. BUDGET

Like all Board members, the EVP prepares an annual budget (or estimates expenses) and submits it to the Treasurer and Office Manager, usually by about March 1. The EVP also makes sure the committees reporting to him have prepared their budgets and sent them to the EVP for consideration and then to the Treasurer on time. Note that Board members can be reimbursed for travel and hotel expenses to the semi-annual meeting (usually in April) in Oklahoma City. Such expenses are not reimbursed for the semi-annual meetings held during the PSA International Conference. An adequate dollar amount should be included in the budget in order to request reimbursement.

VII. EQUIPMENT REQUIRED

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

- A computer with a word processing program and a spreadsheet software 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.
- A three or four-drawer filing cabinet may be convenient for keeping old and new records.
- Video capable computer or other electronic device capable of video conferencing.

VIII. ESTIMATED TIME REQUIRED

The EVP is required to spend some hours performing their duties and should expect the following time demands.

- Some hours are required to prepare the reports for the agendas and reports before each semi-annual Board meeting.
- Like all Board members, the EVP 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. And specific projects that the President may assign.
- Some hours per month are required for routine correspondence; for maintaining

files; for writing *PSA Journal* and Website news items; for participating email motions; and for communicating with various committees.

IX. EXECUTIVE VICE PRESIDENT’S CALENDAR

The month-by-month tasks generally performed by the EVP are presented in Appendix A, “The EVP’S Calendar”. The general duties and responsibilities for the standing committees under the supervision of the EVP are presented in Appendix B.

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APPENDICES

Appendix A
Executive Vice President's Calendar

MONTHLY:

Throughout the Year Tasks

- Conduct email motions as necessary (about 10-15 email motions are acted upon between the semi-annual Board meetings, or about 20-30 email motions per year).
- Write 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).
- Participate in the work of all Strategic Planning Task Forces to which the EVP is assigned.
- Read and respond to specific requests.
- Carry out tasks requested of the EVP by the President of the Society.

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APPENDICES

Appendix B

Executive Vice President's Standing Committees

The following committees report to the EVP.

1. Nominating Committee
2. Service Awards Director
3. Portfolio of Distinctions
4. Society Recognition Awards
5. Photo Adventures- acts as an adhoc member
6. Educational Services LTVP

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