

PSA Vice President Learning & Technology
Master Operating Manual
May 23, 2018

INTRODUCTION

The Master Operating Manual is for a position created following the Board of Directors Meeting in Oklahoma City in April, 2018. The Executive Committee subsequently approved a motion for this position on May 23, 2018. This MOM provides the General Responsibilities of the position, the Term of Office, Supervisory Responsibilities, Required Meetings, Special Duties, Budget Requirements, Equipment Requirements and Time Requirements.

1. ***General and Specific Responsibilities:*** The Learning & Technology VP will be responsible for all PSA education programs, courses, webinars, and technology trends and developments that may be of interest to the Society and its members. This person is a Director and is a member of the PSA Board of Directors, serving in the role of Vice President.

More specifically, this individual is charged with the oversight, design, implementation and monitoring of all educational activities that PSA conducts. In addition, a large portion of the VP's time is to be spent in organizing and supervising committees and ad hoc groups to investigate and formulate planned uses for new and emerging photographic technologies such as smart phone technologies, software enhancements, mirrorless or other image capture methodologies such as drone photography, digital video applications and uses, and anything that closely aligns to leading edge technologies and techniques related to the capture of an image and the displaying of the same. Lastly, this position is primarily responsible for forming liaisons and interactions with commercial photographic entities, associations, seminars, educational institutions and any other organizational or technological entity that is pursuing the advancement of photography or image capture in all its forms.

2. ***Term of Office:*** The Vice President Learning & Technology is elected in odd-numbered years for a two-year term. It is possible for the individual to be elected to a second, two-year term but term limits of six years in the same Board position are in place after this time.

3. ***Supervisory Responsibilities:*** The Vice President Learning & Technology has direct supervisory responsibility for the following roles, committees or ad hoc initiatives:

- a. The Educational Services Committee chaired by the Director of Educational Services.
- b. The Webinar Director.
- c. Special Committees charged with specific technology or education or learning projects.
- d. The PSA Facebook Image Competition administrator
- e. Ad Hoc Committees of short duration tasked with a specific program or initiative.

4. ***Required Meetings:***

At a minimum, the VP Learning & Technology has a duty to attend these meetings:

- a. The semi-annual Board of Directors meeting, normally held in the Spring at the Headquarters in Oklahoma City, OK.
- b. The semi-annual meeting held at the PSA Annual Conference, normally conducted during the September—October period each year.

5. ***Specific Duties:***

a. The VP Learning & Technology will prepare semi-annual reports of all activities of the role, along with summary reports from each of those committees or activities or ad hoc initiatives reporting to this position. These reports will be submitted within the timeframe specified by Headquarters or by the Secretary and shared with all other members of the Board of Directors.

b. The VP Learning & Technology will participate in voting on all motions that come before the Board of Directors.

c. The VP Learning & Technology will initiate committees, special ad hoc groups, and may also engage individual PSA members to investigate and propose new technologies, tools, educational programs in all forms and also coordinate any other similar initiative that fosters member learning and the embracing of state-of-the-art, imaging technologies.

c. The VP Learning & Technology will frequently engage with outside entities in all forms to pursue and understand latest thinking about photographic technology and image capture in all its forms. This may entail being a part of webinars, seminars, conferences and conventions beyond those conducted by PSA.

6. ***Budget:***

Like all Board members, the VP Learning & Technology will submit an annual budget or estimate of annual expenses to be incurred to successfully conduct the office and administer all the programs, committees and ad hoc efforts involved in both individual learning and in the pursuit of photographic technology in all forms. This will be requested by the Treasurer and submitted on a schedule to be published in advance of the semi-annual Board meeting at Headquarters. Remember that Board members can be reimbursed for travel and hotel expenses incurred in order to attend this meeting but are not reimbursed for the travel to or general participation in the Annual Conference. The budget estimates should be sufficient to conduct the business of the function and be able to be reimbursed accordingly. This could be an area that requires, at least initially, some significant investments, and therefore it will be necessary for the VP Learning & Technology to clearly detail and articulate the needs of his office to the Executive Committee and seek appropriate funding for same.

7. ***Equipment Required:***

Consistent with the requirements for all members of the Board, the individual in this role must be able to communicate with fellow members via email and by phone. As such, the VP must have a

computer containing word processing software that allows the preparation of reports and the reading of Board minutes, motions and any other official documents of the Society. It would be beneficial to have filing capability and an organized filing system to accumulate records and documents utilized during each of the two years of service in this office.

8. *Time Requirements:*

Time requirements vary for this role, subject to the topic or initiative being studied, designed or implemented. There is likely routine email correspondence necessary during the week. Of course, there are two required meetings per year, each involving the BOD member for much of a calendar week. It is would be expected that this individual would conduct teleconferences with various committees or ad hoc activities or phone conversations with commercial vendors, educational institutions, seminar planners, conference and exposition coordinators and all those who work in the field of photography and the educational aspects therein.

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