

PSA President
Master Operating Manual
Revised June 2020

INTRODUCTION

This Master Operating Manual for the PSA President provides a summary of the President'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 President's annual calendar is presented as Appendix A. .

I. GENERAL RESPONSIBILITIES

The PSA President is responsible for managing the affairs of the Society along with the PSA Executive Committee (EC) and the PSA Board of Directors (BOD). The President also has primary supervisory responsibility for overseeing the activities of the Internal and External Communications Directors, the International Understanding Through Photography, the Lifetime Achievement Award, the Progress Award and the Honor's Award Committees, The Historical research and the Webinar Program committee. In addition, the President is a national officer and a director of the PSA Board of Directors, Executive Committee and Finance Committee.

II. QUALIFICATIONS

The PSA President should have the requisite skills, knowledge and experience to perform the function and responsibilities of the office. Skills includes having the basic competencies and personality traits to be effective in the role. Knowledge relates to possessing the educational, specific training and technical information to form a foundation of knowledge relevant to the role. A solid understanding of the elements and all aspects of photography. Proven record of handling negotiations and thoughtful and practical experience with diverse individuals. Experience means having demonstrated performance within the function of the role.

For the PSA President, this means: Managerial, interpersonal relationship, budgetary and problem solving skills

III. TERM OF OFFICE

The President is elected in even-numbered years for a two-year term, which begins in odd-numbered years following the fall PSA Annual Photo Festival. The term limit for the President is two consecutive terms (four years).

IV. SUPERVISORY RESPONSIBILITIES

The President has supervisory responsibility for five standing committees, and the Chairpersons of these standing committees report to the President. The President represents each committee to the EC and the PSA Board and reports to the Board on the activities of each committee he/she supervises.

The Internal Communications Director: writes the eNews once every two weeks. It is the

president's job to review it and to make suggestions for content. If it is satisfactory, the President sends it to the Office Manager.

The External Communications Director- Reviews the editing and distribution of information being distributed via social media.

International Understanding Through Photography Committee: The (IUTP) award annually recognizes an accomplished photographer whose images and their presentations have clearly contributed to the advancement of understanding among people. It honors living photographers whose work has had a unique impact on the world by focusing attention or changing perceptions. The recipient need not be a member of PSA.

Progress Award Committee: The Progress Award recognizes a person who has made an outstanding contribution to the progress of photography or an allied subject. The recipient does not have to be a member of the Society. It is PSA's highest award and is presented each year during the Honors Banquet at the PSA annual Photo Festival.

The Lifetime Achievement Award: The PSA Lifetime Achievement Award is presented each year to a photographer in recognition of his or her lifetime photographic achievements. The recipient must be a member of the Society. The award is presented at the PSA Photo Festival.

The Honors Committee: PSA recognizes individuals who have contributed services to PSA and/or the entire Photographic Community by bestowing honors upon them. The Committee is composed of eight PSA members who serve four year terms. The President appoints two members each year and the Committee elects the Chair. Honors Committee members and members of the PSA Board of Directors cannot propose or endorse Candidates for PSA Honors.

V. REQUIRED MEETINGS

The President is a member of the Board of Directors, the Executive Committee, and the Finance Committee.

- The President must attend and chair the semi-annual Board meetings at the annual Photo Festival and the semi-annual meeting in the spring (usually April) at PSA headquarters. He/she also attends finance committee meetings, which are presided over by the Treasurer.
- The President presides over videoconference meetings with the executive committee or BOD.
- The President presides over the Photo Festival opening ceremony and banquet annually.
- The President should be available to attend any meeting requested by his/her committees as necessary. These meeting may be a virtual conference.

VI. SPECIFIC DUTIES

The specific duties of the President include presiding over all Executive Committee and BOD meetings; creates a report to present to the full BOD twice a year; Works closely with the treasurer and HQ in maintain adherence to budget requests and keeps a watchful eye on all expenditures.

- Frequently reviews the Presidential appointment list and fill all vacancies.
- Like all Board members, the President
 - About two months before the semi-annual Board meetings, notifies the

chairmen of all Committees under his/her supervision that semi-annual reports are due;

- Prepares his own semi-annual report of the President's activities and sends to HQ for consolidation into the semi-annual report of the committees reporting to the President.
- Emails his/her reports and agenda to the Office Manager by the due date set by the Manager.
- Like all Executive Committee members, the President participates in the discussion and voting on all motions between the semi-annual "face-to-face" meetings of the PSA Board or Executive Committee and/or virtual meetings. In accordance with the PSA Bylaws, the President may not make a motion
- The President writes a column for the *PSA Journal's* "On My Mind" feature, once every four months (3 times a year), according to the schedule distributed by the Publications VP.
- Like all Board members, the President provides files, documents, templates, and other materials to his/her successor.
- The President sets the dates for each spring BOD meeting and notifies the BOD. The date may not interfere with either the week before or after Easter and takes into account Passover.
- The President must have an excellent and thorough knowledge of the Democratic Rules of Order (parliamentary rules), the BOD MOM, the current Bylaws, and Facebook.

VII. BUDGET

Like all Board members, the President prepares an annual budget (or estimates expenses) and submits it to the Treasurer, usually by about March 1. The President also makes sure the committees reporting to him/her have prepared their budgets and sent them directly 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 and for a limited number of nights for hotel room expense prior to the start of the PSA Photo Festival. An adequate dollar amount should be included in the budget in order to request reimbursement.

VIII. EQUIPMENT REQUIRED

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

- A computer with a word processing and spreadsheet programs is necessary for Reviewing minutes and other official documents of the Society.
- E-mail capability is necessary for exchanging ideas and discussing motions between the semi-annual Board meetings.
- A filing cabinet may be convenient for keeping old and new records.
- A copy of the Democratic Rules of Order (available on Amazon)
- A smart phone for communicating with board members

IX. ESTIMATED TIME REQUIRED

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

The President can expect to work 3-6 hours every day answering emails and seeing to the business of the Society.

- Approximately 3 hours are required to prepare the reports for the agendas and reports before each semi-annual Board meeting.
- Like all Board members, the 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 two or four days before and during the annual International Festival not including travel time.
- Special projects may also require a significant time commitment.
- As President, all emails from PSA members should be answered. If necessary, they should also be directed to the appropriate PSA VP or HQ for a response.

X. PRESIDENT'S CALENDAR

The month-by-month tasks generally performed by the President are presented in Appendix A, The President's Calendar.

Created June 2020

**PSA PRESIDENT
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Created May 2020**

APPENDICES

**Appendix A
President's Calendar**

DAILY

Facebook...Try to get as many friends on FB as possible, and daily share any PSA posts. Check Facebook and remove any tags for international exhibitions, who will try to use the President's name to reach more FB members. Promote our own programs.

January

- About January 31, notify the chairmen of all committees under the supervisory responsibility of the Secretary that semi-annual their reports are due in March (about four weeks before the spring meetings)
- Remind BOD members to propose volunteers for service awards.

February

- About February 28, check with the Office Manager on the due date for BOD reports for the spring semi-annual meeting.
- Prepare President's budget and make sure the chairmen of the standing committees reporting to the President have prepared their budgets and sent them directly to the Treasurer

March

- In advance of the semi-annual meetings of the Board of Directors, Executive Committee, and Finance Committee, work with the Secretary and Office Manager to
 - Provide electronic copies of these reports and agendas to all members at least one week before the meetings;
 - Prepare the overall agenda for the PSA Board meeting; and
 - Prepare the overall schedule of meetings and activities for the spring Board meeting week at PSA Headquarters in Oklahoma City.
- The *On My Mind* article for the *May Journal* is due on March 1.

April

- Attend all meetings of the Board of Directors, Executive Committee, and Finance Committee, usually held at PSA Headquarters. The official paper copies of the minutes from the previous semi-annual meetings are signed by President and Secretary (or by the Treasurer and Secretary in the case of the Finance Committee minutes). The Office

Manager files the paper copy of all minutes, as well as the collated Board Meeting Reports, at PSA Headquarters.

- At the BOD meeting announce the dates for next year's spring meeting.

MAY

- Remind BOD members to propose volunteers for service awards. (Deadline June 1)
- In even year's work with the NomComm for the candidates for the next BOD election.

July

- About July 20, check with the Office Manager on the due date for BOD reports for the fall BOD meetings.
- About July 20, notify the chairmen of all committees under the supervisory responsibility of the President that semi-annual reports are due in August (about five weeks before the Festival)
- The *On My Mind* article for the September *Journal* is due on July 1.

August

- Prepare President's Report for the semi-annual Board meeting at the Festival
- In advance of the semi-annual meetings of the Board of Directors, Executive Committee, and Finance Committee, work with the Secretary and Office Manager to
 - Provide electronic copies of these reports and agendas to all members at least one week before the meetings; and
 - Prepare the overall agenda for the PSA Board meeting.
- Review the Presidential Appointment List and make appointments prior to the annual Festival.
- In even-numbered years, check with the Chair of the Nominating Committee to find out if any PSA candidate nominations have been received from the membership. Ask for the slate of incoming officers, to be voted on by the BOD at the annual Festival meeting.
- Assist in preparing the opening ceremony slide show and any preparations for the banquet.
- Submit a plan for who will sit at the head table during the banquet to the Festival Chair.

September (or October, depending on the dates of the International Festival)

- Attend all Festival meetings of the Board of Directors, Executive Committee, and Finance Committee. The official paper copies of the minutes from the previous semi-annual meetings are signed by President and Secretary (or by the Treasurer and Secretary in the case of the Finance Committee minutes). Upon return to Oklahoma City, the Office Manager files the paper copy of all minutes, as well as the collated Board Meeting Reports, at PSA Headquarters.
- Attend the International Representatives reception.
- Depending upon the Festival dates, Chair the opening ceremony and banquet dinner.
- Be very visible and accessible to members during the Festival.

October:

1. Take care of the To Do list from the Festival

November

- The *On My Mind* article for the January *Journal* is due on November 1.

December

Throughout the Year Tasks

- Preside over videoconference meetings of the executive committee or BOD as necessary.
- 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.

