

Photographic Society of America (PSA)
Director PSA Study Groups (SGD)
Master Operating Manual
October 2020

INTRODUCTION

This Master Operating Manual (MOM) for a Director PSA Study Groups (SGD) describes the 1) general responsibilities, 2) appointment and term of office, 3) specific duties and responsibilities, 4) required meetings, 5) budget, 6) equipment required, 7) estimated time required, 8) schedule of tasks, and 9) resources and support.

I. GENERAL RESPONSIBILITIES

The SGD is responsible to develop, promote and market the educational and developmental aspects of PSA Study Groups to members and potential members; ensure processes are in place to establish expectations for Study Group leaders and members; ensure educational programs, such as image analysis and feedback, are available for all Study Group members, and are being promoted and used by Study Group leaders; recruit and maintain a succession plan list for Study Group Division leaders and individual Study Group leaders.

II. APPOINTMENT AND TERM OF OFFICE

The SGD is appointed by the Executive Committee. The SGD serves at the discretion of DivVP and the term of office is two (2) years.

III. SPECIFIC DUTIES AND RESPONSIBILITIES

The SGD will support the division study groups and promote them in the following ways:

- Develop and maintain a study group master plan with the division leadership to define goals and expectations.
- Develop a simple monthly report from division directors so that progress or decline can be monitored.
- Develop and maintain a new member email that helps them to become familiar with PSA study groups.
- Respond promptly to requests for assistance from division leadership/study group directors.

- Encourage and assist members to access the divisional study groups.
- Maintain regular email contact with the DivVP.
- Recruit division study group directors to replace retiring directors.
- Submit semi-annual reports to the DivVP with information that can be incorporated into the DivVP's reports to the BOD.
- Advise the DivVP of any issues that are having significant positive or negative impact on study group participation or growth.

IV. REQUIRED MEETINGS

The SGD is not required to attend any formal meetings in person. They are expected to participate in email discussions that are initiated by the DivVP or division study group directors and to participate in video conferences organized by the DivVP or division study group directors.

V. BUDGET

The SGD position requires no budget as of this writing.

VI. EQUIPMENT REQUIRED

The SMD is required to have the following equipment which is not supplied by PSA:

- A computer with a word processing program to prepare reports and other official documents and a spreadsheet program for reviewing monthly membership reports.
- E-mail capability.

VII. ESTIMATED TIME REQUIRED

It is estimated that the duties and responsibilities of the Study Group Director will require a commitment of approximately eight to ten hours per month.

VIII. SCHEDULE OF TASKS

The month-by-month task required of the SGD is to review the participation of study groups reported by their directors so any required support can be instigated. In March, prepare a report on activities over the past 6 months and email it to the DivVP in preparation for the BOD meeting). In August, Prepare a report on activities over the past 6 months and email it to the DivVP in preparation for the conference BOD meeting. Throughout the year, the SGD will make email contact with each new member as soon as

possible after being informed that the member has joined.

IX. RESOURCES AND SUPPORT

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