



Job Descriptions

STC Manitoba Information Line: (204) 954-0011

Basic Responsibilities of all Executive Positions

Tasks by month		Time Required
May (incoming)	Immediately after the election results are known, assume responsibility for the position.	
June–August	<p>To learn about your position, review materials such as the chapter’s Web site, the binder of records for the previous year, the organization chart, the Judo guidelines for committee behaviour, and Robert’s Rules of Order. (You may also find that the Chapter Handbook from STC head office has useful information on how the chapters fit within the organization. Note, however, that STC Manitoba Chapter job descriptions differ in some respects from the generic job descriptions in the Chapter Handbook.)</p> <p>Attend a planning session with your fellow volunteers.</p> <p>If your position involves responsibility for spending money, develop a budget for consideration at the September meeting.</p>	12 hours
September–April	<p>Attend chapter and executive meetings.</p> <p>Keep records (in a binder) for your position that explain actions taken for the benefit of your immediate successor and others who may have cause to research them.</p> <p>Continually watch for opportunities for improving awareness of the Society for Technical Communication and for recruiting members. Either act on them yourself or bring them to the attention of other volunteers.</p> <p>Submit articles and announcements to the newsletter as appropriate for your position or as inspiration strikes.</p>	5 hours per month
December	Review this list of basic responsibilities and those for your own position. Notify the Past President of any changes you think should be made.	2 hours



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<p>April Prepare a report (usually one or two pages) for inclusion in the Annual Report distributed at the AGM in May.</p> <p>If another person will be assuming your responsibilities after the AGM, wrap up your activities as far as possible and assemble all records and other materials associated with the position.</p>	2 hours
<p>May (outgoing) Arrange for the chapter's Archivist to receive inactive records that are over three years old.</p> <p>If applicable, turn over the records and other materials to your successor and provide transition advice as required.</p>	2 hours

Last updated: *February 23, 2004*