

SMA JOB DESCRIPTIONS

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BOARD OVERVIEW

The Southern Management Association (SMA) Board consists of elected officers, elected board members, and appointed officers.

EXECUTIVE BOARD OVERVIEW

The Executive Committee of SMA consists of the President, President-Elect, Vice President-Program Chair, Vice President Elect, Secretary, Treasurer, and Past President. They serve as consultants and decision makers on issues needing decisions between scheduled meetings of SMA Officers and Board members.

PRESIDENT

Oversees all aspects of SMA operations and presides over all meetings. Works closely with the Executive Committee (President-Elect, Vice President-Program Chair, Vice President Elect, Secretary, Treasurer, Past President, CIO, and Executive Director) on issues needing decisions between scheduled meetings of SMA Officers and Board members. Works with the JOM Editor and the publisher representative to ensure that SMA's interests are considered in policies that may impact the underlying business model or the long-term editorial direction of the journal. Serves as the point of contact for Sage or the current publisher of JOM.

PAST PRESIDENT

Chairs the nominating committee for new SMA officer(s) and board members. Serves as a member of the Executive Committee. Updates SMA board job descriptions as necessary. Completes special projects as determined by the President. Serves as an advisor to the President on an informal basis. Serves as Chair of the Ethics Committee and confirms membership of that committee annually. Attends and participates in all Board Meetings.

PRESIDENT - ELECT

Acts for the President in his/her absence or disability. Coordinates Professional Development Institute (PDI) functions (pre- and post-conference sessions, consortia, other special sessions) in conjunction with the Vice President-Program Chair. Chairs committee to recruit and select

incoming Early Stage Doctoral Consortium Chair and Pre-Doctoral Consortium Chair. Serves on the nominating committee for SMA officers and board members, the evaluation committee for appointed positions and the Executive Committee. Attends all board meetings of the Association and prepares for the job of President.

VICE PRESIDENT – PROGRAM CHAIR

Plans the program for the annual meeting including working with track chairs, the Webmaster and CIO, and coordinates all special events. Selects committees for the Best Conference Paper and Best Doctoral Paper awards. Prepares report for the two Officer and Board meetings held at the conference. Work with the Vice President Elect and CIO to put together the online and Whova programs. Attends all board meetings of the Association

VICE PRESIDENT ELECT

Prepares for position of Vice President-Program Chair. Identifies tracks and recruit Track Chairs for following year's program. Develops Call for Papers for following year and submits copy to the Conference Coordinator by early August for inclusion in annual meeting program. Coordinates the Paper Development Workshop. Prepares master timeline for next year's conference. Serves on the Executive Committee and attends all board meetings of the association.

SECRETARY – MEMBERSHIP CHAIR

Maintains electronic records, archives, and legal documents/contracts in secure cloud-based system (currently google drive). Updates and distributes electronic letterhead for use by officers and board members. Attends all meetings, keeps track of board votes (pass/fail decisions). Prepares minutes of all SMA Board meetings, officer's meetings, the SMA Annual Business meeting, and the officers' Midyear Meeting. Maintains current copies of the SMA Constitution, By-Laws, and policy document; modify as required by the organization; and ensure that current copies of the Constitution and By-Laws are posted to the SMA website. Responds to all SMA

correspondence and e-mail inquiries. , provides reports on membership to the Board, coordinates with CIO/Webmaster to update membership forms on website, as well as all information regarding renewing membership for SMA on website.

TREASURER

Manages, with the finance committee, the SMA board's review of, and action related to, SMA's financial responsibilities. Works with the executive director and controller to ensure that appropriate financial reports are made available to the board on a timely basis. Coordinates with the executive director and controller to prepare the annual budget and presents the budget to the board for review. Works with the finance committee and the executive director to develop fiscal policies for recommendation to the board to ensure the financial integrity and sustainability of the organization, develop long-term financial strategies, and perform annual audit of SMA finances. Ensures that sufficient funds are available to meet ongoing operational requirements. Monitors budget, conference registration, and membership dues. Member of the executive committee and participates in all SMA board meetings.

BOARD MEMBER

Attends and participates in all Board Meetings. Chairs or serves on various committees as needed.

WEBMASTER/CIO

Designs and customizes systems to ensure a positive member experience. This includes setup and maintenance of the website, the submission system, and any complementary systems. Provides IT guidance to the officers and board of the Southern Management Association. Participates in the decision-making process on the purchase of technology, including any committees as required. Oversees SMA's technological infrastructure, including the website, email accounts, file storage, submission system, and any complementary systems. Works with the SMA Conference Coordinator, the Sponsorship Chair, and the Communications Coordinator to ensure that associated technology is effective and useful. Attends and participates in all Board Meetings.

COMMUNICATIONS COORDINATOR

Disseminates information to SMA members via social media and email. Maintains SMA's professional presence on social media sites. Coordinates communication efforts with the SMA webmaster, and sends e-mail on behalf of SMA. Solicits news items for distribution from SMA's officers, board, and other members. Publicizes submission deadlines, events, and announcements to members through SMA's social media channels and bulk emails. Interacts with and support partners such as Sage, JOM, and AOM on social media. Prepares reports for the board related to member use of social media and bulk email. Develops, distributes, and analyzes the post-conference survey. Attends and participates in all Board Meetings.

CONTROLLER

Manages financial and accounting related matters for the Southern Management Association, including planning and processing revenues and expenses in a manner intended to ensure the association's long-term financial health. Oversees and creates financial management reports including, but not limited to, internal and external monthly financial statements, annual audits and annual budgets. Manages disbursement activities, quarter and year-end payroll closing including federal and state reports; and check statistic management. Establishes and maintains systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value. Attends and participates in all Board Meetings.

SPONSORSHIP CHAIR

Facilitates the process of SMA stakeholders providing monetary and/or in-kind sponsorships in support of the mission and vision of SMA. Develops prospective donors list, engages with potential sponsors via email, phone, and in-person, and ensures that the sponsors are adequately recognized at the SMA meeting and afterwards. Maintains annual sponsorship records. Attends and participates in all Board Meetings.

CONFERENCE COORDINATOR

Works with Executive Director, external support vendor, and President to develop information for conference and board retreat RFPs and review/offer input on proposed contracts. Coordinates hotel and other conference-related arrangements with designated officers/coordinators and hotel/venue personnel. Works with the Program Chair to schedule meeting rooms, arrange for exhibit space, coordinates food and beverage arrangements, confirms scheduling and set up for meeting rooms, as requested by Sponsorship Chair and/or Executive Director, and to make other conference arrangements. Seeks support from the Executive Director and/or external meeting support vendor as needed, especially with regard to contractual performance. Reviews all hotel (and offsite) conference and retreat-related bills and submit them to treasurer for payment. With Program Chair, Treasurer and Executive Director, develops and submits annual conference budget, monitors adherence to conference budget, provides suggestions to improve the conference in terms of innovation, program excellence, and member satisfaction. Attends and participates in all Board Meetings.

CONFERENCE TRACK CHAIR

Recruited and appointed by the Vice President Elect, the track chair is responsible for receiving all submissions for a particular track, identifying and assigning reviewers, receiving reviews of each submission and soliciting emergency reviews when needed. Reviews all scores for each submission, and ranks submissions by score and reviewer comments. Makes decisions on submissions, and groups submissions into sessions. Coordinates with committees to review and select Best Paper Award by Track, and Best Doctoral Paper by track.

CONSORTIUM CHAIR

A three year appointment which begins with service as the Early-Stage Consortium Coordinator, then progressing to the Late-Stage Consortium Coordinator, and ending with one year as Doctoral Consortium Chair. The chair acts as the point of contact between the committee, Program Chair-Elect (PCE), the SMA board and conference management team (executive director, local site coordinator, etc.). Acts as the contact person between consortia participants

and consortium coordinators (i.e., sends acceptance and rejection letters to all student applicants). Serves as point of contact between consortium committee, applicants, and monitors all registration. Makes acceptance decisions for early and late-stage doctoral consortia.

EXECUTIVE DIRECTOR

Understand the Officers' job descriptions and prompt officers when needed to help ensure all board responsibilities are carried out (e.g., prompt the President that an email is due and work with the SMA Webmaster to send email). Works with the President, Board, and Conference Coordinator to identify potential site locations for annual meetings. Works with SMA Officers (Especially, the President and Program Chair) and other volunteers to make sure mission critical tasks are being accomplished in a timely and effective manner. The Executive Director will facilitate communication and help coordinate SMA's many volunteers but does not have direct line authority except as authorized by the President and SMA board. Helps to plan and coordinate the annual conference by working with the Conference Coordinator and all committees (e.g., Registration, Volunteers), as well as assist Coordinators where needed to ensure the conference runs smoothly. Maintains current copies of the SMA Constitution, By-Laws, and Policy Document, and assist and advise Officer's and Board members about current policies, past actions by previous SMA Officers and Boards. Attends all SMA Board and Officers' meetings.