

CSD Job Description

CSD Chair

Coordinate CSD activities during tenure, working closely with Incoming and Past Chairs. Plan and facilitate virtual and in-person CSD Board meetings. Plan, promote, and provide Spring Workshop with assistance of other Board members. Oversee CSD budget allocations with knowledgeable support from OLA Manager. Support other CSD Board members in the execution of their duties as needed. Represent CSD at bimonthly virtual and in-person OLA Board meetings.

August

- Attend OLA Retreat at Silver Falls/Menucha.
- Attend meeting between Incoming Chair and current Chair to discuss Chair responsibilities and Fall CSD Board meeting.
- Read OLA bylaws, CSD bylaws, and OLA archive requirements
- Send welcome email to new CSD board members, include job descriptions and Google Drive info.
- Attend OLA Executive Board meeting with Incoming Chair.
- Remind Web Editor to post on CSD Facebook page

September

- Obtain access to CSD chair e-mail account
- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**
- Even-numbered years: submit (or ask another board member to submit) a preconference proposal
- Co-facilitate Fall CSD Board meeting to review budget, goals, and event schedule for upcoming year; discuss conference and fundraising plans.
- Monthly duties:
 - Forward financial reports to CSD board
 - Submit invoices and ERRFs to Shirley as needed
 - Process scholarship applications as needed

October

- Attend OLA Executive Board Meeting on first Friday.
- Attend CSD Fall Workshop and provide report to membership as needed.
- Monthly duties:
 - Forward financial reports to CSD board.
 - Submit invoices and ERRFs to Shirley as needed.
 - Process scholarship applications as needed.
 - Remind Past Chair to post on CSD Facebook page.

November

- Begin planning activities for Spring Workshop
- Monthly duties:
 - Forward financial reports to CSD board
 - Submit invoices and ERRFs to Shirley as needed
 - Process scholarship applications as needed
 - Remind Secretary to post on CSD Facebook page

December

- Attend OLA Executive Board Meeting on first Friday
- Continue planning Spring Workshop
- Monthly duties:
 - Forward financial reports to CSD board
 - Submit invoices and ERRFs to Shirley as needed
 - Process scholarship applications as needed
 - Remind Chair-Elect to post on CSD Facebook page

January

- Plan February virtual CSD Board meeting
 - Send out CSD board call for agenda items
- Continue planning Spring Workshop
- Monthly duties:
 - Forward financial reports to CSD board
 - Submit invoices and ERRFs to Shirley as needed
 - Process scholarship applications as needed

- o Remind CSLP Rep to post on CSD Facebook page

February

- Attend virtual OLA Executive Board Meeting on first Friday
- Facilitate virtual CSD Board meeting
 - o set goals, budget, and event schedule for upcoming fiscal year
- Continue planning Spring Workshop
 - o Distribute spring workshop registration info to membership
- Monthly duties:
 - o Forward financial reports to CSD board
 - o Submit invoices and ERRFs to Shirley as needed
 - o Process scholarship applications as needed
 - o Remind Web Editor to post on CSD Facebook page

March

- Facilitate Spring Workshop, including general report to membership.
- Monthly duties:
 - o Forward financial reports to CSD board
 - o Submit invoices and ERRFs to Shirley as needed
 - o Process scholarship applications as needed
 - o Remind Past Chair to post on CSD Facebook page

April

- Forward financial reports to CSD board
- Recruit for CSD board position candidates (Incoming Chair, for sure)
- Attend OLA Executive Board Meeting at OLA
- With past chair and incoming chair, nominate chair-elect candidates
 - o Odd-numbered years: nominate CSLP rep candidates
 - o Even-numbered years: appoint ORCA rep
- Send job descriptions to nominees
- Monthly duties:
 - o Forward financial reports to CSD board
 - o Submit invoices and ERRFs to Shirley as needed
 - o Process scholarship applications as needed
 - o Remind Performers Showcase Chair to post on CSD Facebook page

May

- Remind board members to update diaries
- Forward financial reports to CSD board
- Coordinate online election for new officers
- Create (or ask Shirley to create) event registration forms for upcoming year's events and election
- Appoint non-elected positions as needed
- Monthly duties:
 - Forward financial reports to CSD board
 - Submit invoices and ERRFs to Shirley as needed
 - Process scholarship applications as needed
 - Remind Secretary to post on CSD Facebook page

June

- Remind board members to update diaries
- Forward financial reports to CSD board
- Attend OLA Executive Board Meeting on first Friday
- Compile and submit Unit Activity Report, upcoming year's goals for OLA
- Monthly duties:
 - Forward financial reports to CSD board
 - Submit invoices and ERRFs to Shirley as needed
 - Process scholarship applications as needed
 - Remind Lampman Chair to post on CSD Facebook page

July

- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**
- Submit Unit Activity Report (this form will be available on OLA page once they announce it. Plus a link to past reports you can refer to.)
- Monthly duties:
 - Forward financial reports to CSD board
 - Submit invoices and ERRFs to Shirley as needed
 - Process scholarship applications as needed

August

- Remind board members to update diaries, update job descriptions, etc.
- Update e-mail addresses in CSD e-mail account

- Add upcoming year's events with virtual attendance components to GoToMeeting
- Monthly duties:
 - Forward financial reports to CSD board
 - Submit invoices and ERRFs to Shirley as needed
 - Process scholarship applications as needed
 - Remind Web Editor to post on CSD Facebook page