

## **SSSS Personnel Committee Policies and Procedures**

The Personnel Committee will be comprised of three SSSS members in good standing (i.e., Co-Chairs). The Personnel Co-Chairs should ideally be long-time, senior members with substantial leadership experience within the organization so that they feel free and confident to bring staff concerns to the Board. They should also be individuals who are trusted by SSSS staff. Presidents should consider consulting with staff when appointing these positions.

The Personnel Co-Chairs will be a resource for the SSSS Executive Committee (EC) and SSSS staff around personnel issues. When there are personnel -related challenges, concerns, or disagreements between the EC and the staff that cannot be resolved directly between the parties, the Personnel Co-Chairs can be consulted. The Co-Chairs will also reach out to all SSSS staff at least quarterly to check on their satisfaction and concerns. SSSS staff can also reach out to the Co-Chairs at any time with concerns or to discuss unresolved issues. If necessary and desired, the Co-Chairs can take those concerns to the President and/or EC. The Personnel Co-Chairs will also help to coordinate the evaluation of the SSSS staff every other year.

Ideally, the terms of service for the three Co-Chairs should be staggered so that new Co-Chairs are mentored by established Co-Chairs.

### **Staff Evaluations**

Staff evaluations will be conducted every year in the Summer. The Personnel Co-Chairs will reach out to SSSS leaders who have had substantial contact with the staff to complete evaluation forms assessing their job performance. Evaluators will be provided with an evaluation form and the individual's job description. Evaluators will be instructed to provide an assessment only of those job duties which the evaluator has directly observed.

For the Director of Operations, the President, President-Elect, Treasurer, and Conference Co-Chairs will provide evaluations. Other evaluators may be suggested by the President and/or the Director of Operations and could include Membership Chair, CE Chair, and others depending on the amount of contact over the prior two years. The Office Administrator, although not providing a formal evaluation, will also be consulted about the Director of Operations' performance as a supervisor, including suggestions for improvement. Because the Director of Operations is the direct supervisor of the Office Administrator, information from the Office Administrator should be collected via a call or electronic meeting rather than in writing and the source of the feedback should be guarded when providing feedback to the Director of Operations. Feedback from all evaluators will be compiled and reviewed by the Co-Chairs. The Co-Chairs will provide a written summary report for the President (who will also share the report with the Executive Committee). The President will meet with the Director of Operations along with the Co-Chairs and the President-Elect to deliver the compiled feedback (both strengths and areas for improvement) and will provide them with a copy of the report. The Co-Chairs will ensure that the feedback is delivered accurately and constructively.

For the Office Administrator, the Director of Operations, the President, and the President-Elect will provide evaluations. Other evaluators may be suggested by the Director of Operations and/or the Office Administrator. The Co-Chairs will compile all feedback from evaluators and will produce a written summary report for the Director of Operations. The Director of Operations will meet with the Office Administrator—along with the Co-Chairs, President and President-Elect—to deliver the compiled feedback (both strengths and areas for improvement) and will provide them with copy of the report. The Co-Chairs will ensure that the feedback is delivered accurately and constructively.

The Co-Chairs will retain all written evaluations provided for at least four years after the evaluation. The written summary will be stored in the electronic Board of Directors documents folder.

Notably, because staff salary adjustments are dependent upon the fiscal health of the organization, staff raises may not always be directly tied to staff evaluations.

## **Society for the Scientific Study of Sexuality (SSSS) Director of Operations Job Description**

02/08/2021

### Summary of the Position

Under the direction of the President of SSSS or another individual designated by the President, the Director of Operations is responsible for the day-to-day management of the SSSS office operations as well as for developing strategic goals, monitoring efficiency, and promoting the growth of the organization.

### Job duties and expectations for the position include the following:

- Works with the Board of Directors and committee chairs to make decisions for operational activities and to set strategic goals.
- Plans and monitors the day-to-day running of the organization, including
  - Opens, dates, and sorts all incoming mail at least twice weekly;
  - Evaluates the efficiency of organizational procedures and apply improvements;
  - Maintains and retrieves, as needed, office files (electronic and, when necessary, hard copy) in an orderly manner;
  - Updates and maintains master calendar of Board and committee meetings, conference calls, and all SSSS events;
  - Prepares bank deposits following directions from the CPA. Assists with check and credit card processing and account coding, and bill posting for approval by SSSS Treasurer and payment by the accountant. For all bills, responsible for copying the Treasurer and accountant and keeping a hard file in the office.
  - Maintains a current list of Society keys and passwords, and insures that at least one other officer (e.g., the President) has access to these.
  - Trains and supervises staff and volunteers and provides constructive feedback.
- Oversees member support and promotes membership growth, including
  - Responds to mail, email, and telephone queries in a professional, polite, and timely manner and, as appropriate, refers inquiries to the President or another Board of Directors (BOD) officer or committee chair.
  - Maintains responsibility for the communication with members and fulfilling member benefits.
  - Works with the Membership Committee and Office Administrator to develop strategies for recruiting and retaining members.
  - Oversees maintenance of databases including membership, journals, conferences, continuing education, listserv, and electronic mailing lists. Provides administrative oversight to the journal including address updates, current members, and online access vouchers to the publisher and members.

- Maintains the continuing education program, including documentation, certificates, agency updates, and renewal payments. Works closely with the Continuing Education Chairs to maintain agency approvals and compliancy and to offer ideas about how to expand and improve continuing education.
- Supervises the administration and organization of the society awards, the *Journal of Sex Research* mailing list, and the Board of Directions nominations and election.
- Prepares reports on topics including but not limited to statistics on Annual Conference and Membership Reports.
- Oversee the planning and administration of the annual conference, including
  - With the Office Administrator, posts and distributes “calls for presentations” for annual meetings and symposia on website and through email as requested.
  - Works with the Office Administrator and conference program co-chairs to design brochures and programs and to post online.
  - Works with the Office Administrator and Conference Planning Committee to ensure abstracts are reviewed in a timely manner, by assisting with the Scientific Reviewers’ emails and abstract accounts.
  - Works with the conference program co-chairs to create and adhere to a timeline for contacting invited speakers, notifying award winners, and collecting abstracts from invited speakers.
  - With the Office Administrator, processes all pre-registrations, notifications and conference documents; prepares all name badges, fliers and handouts necessary for registration packets; assists with on-site registration activities; maintains online registration module and make updates as needed.
  - Is courteous and personable in directing the on-site registration activities.
  - Processes check and credit card transactions related to Meetings and Symposia and prepares refund requests, in accordance to the Fiduciary Policy; handles refunds in a courteous and timely manner.
  - Works with the Office Administrator and Committee Chairs to provide job descriptions and schedules for student volunteers, Continuing Education, and Moderator volunteers; supervises volunteers at the conference; coordinates requests for assistance from the Board Members, Exhibit Chair, and others.
  - Works with the exhibits chair and Treasurer to handle invoicing, communication and payments for all advertisers, sponsors and exhibitors. Keeps an updated spreadsheet of all communication and payments in an online shared document.
- Maintains good working relationships with key stakeholders, including
  - Maintains a positive working relationship with the President, to whom he/she is directly responsible.
  - Maintains a positive and collaborative working relationship with the Office Administrator.
  - Attends BOD meetings and committee meeting (as a non-voting member) as requested to provide consultation, liaison, and technical expertise.
  - Helps maintain communication and good working relations with other organizations in the field.
  - Takes care to protect SSSS confidential information and ensures that data privacy protections comply with legal requirements.

## **Society for the Scientific Study of Sexuality (SSSS) Office Administrator Job Description**

01/28/2021

### Summary of the Position

Under the direction of the Director of Operations, the President of SSSS, or another individual designated by the President, the Office Administrator will assist in the day-to-day management of the SSSS office operations, including the following tasks:

### General Office Management

- Respond to individuals via telephone, email or in hard copy, as appropriate. Compose professional letters and emails when requested by the Director of Operations or a Board officer.
- Respond to all mail, email, and telephone calls in a professional, polite, and timely manner, and, as appropriate, refers inquiries to the President, the Director of Operations, or another Board of Directors (BOD) officer or committee chair.
- Update and maintain the member database and online directory. Add new announcements to the member portal in a timely manner.
- Assist with publishing the online newsletter and promoting SSSS through social media.
- Update award and grant descriptions, policy documents, and selection processes every year; set-up database/website to collect details from nominator; work with sub-committees to ensure all committees have the information to complete the review process.
- Provide administrative oversight to the journal including address updates, current member lists, and online access vouchers to the publisher and members .
- Work with the Director of Operations and Membership Committee to expand The Society membership.
- Other duties as mutually agreed to support the operation of The Society.

### Support for Conferences and Meetings

- In collaboration with the Conference Program Chairs and Director of Operations, help design and update conference materials and programs and post online.
- Post registration information on SSSS website; process all pre-registrations, notifications, and conference documents; prepare all name badges, fliers, and handouts necessary for registration packets; assist with on-site registration activities; maintain online registration module and make updates as needed.
- Work with the Director of Operations and Committee Chairs to provide job descriptions and schedules for student volunteers, Continuing Education volunteers, and Moderator volunteers. Coordinate requests for assistance from the Director of Operations, Board Members, and others.
- Provide supervision for volunteers and contract staff (if applicable) who are assisting with the annual meeting.
- Work with the Director of Operations to handle invoicing, communication, and payments for all advertisers, sponsors, and exhibitors. Keep an updated spreadsheet of all communication and payments in an online shared document.

#### Relationship to the Board of Directors, Committees, and the Public

- Maintain a positive working relationship with the Director of Operations, to whom they are directly responsible.
- Maintain a positive and collaborative working relationship with the Board of Directors.
- Attend BOD meetings and committee meeting (as a non-voting member) as requested to provide consultation, liaison, and technical expertise.
- Help maintain communication and good working relations with other organizations in the field.
- Take care to protect SSSS confidential information.