



ASG Contract Amendment

Presented to National Board
June 9, 2023



Background:



- Initially the Nominating Committee was unable to identify a candidate to fill the VP for Operations role effective 7/1/23
 - All potential candidates stated the workload expectations were too high
- Current VP for Operations was asked to develop a reduced workload approach that would be acceptable to an incoming candidate
- Worked with President, President-Elect, VP for Finance, and ASG to develop proposal
- A nominee for VP for Operations has now been successfully identified.

Interim 2023-2024 Proposal



Tasks remaining with VP for Operations position (~ 50% orig workload):

- Primary Liaison with ASG – oversight and coordination
- Support Information Strategies and Communications and Marketing Committees; represent at EC Meetings
- Represent President/Board in committee meetings and translate needs into ASG demand:
 - Communications and Marketing, Finance, IS, Philanthropy, AMC, Chapter Engagement, Annual Report, etc
- Attend Exec Comm and Board Meetings
- Perform miscellaneous administrative reporting associated w/ position
- Participate in task forces (e.g. ERM, Danaher grant application) providing “ARCS expertise” vs “administrative expertise” as needed

Interim 2023-2024 Proposal (cont'd)



Tasks to be handled by Secretary:

- Plan Forum and National Board Meeting Agendas with President
 - The logistics and presentation details to be coordinated by ASG
- Prepare Executive Committee Actions to be endorsed by Board document at each NB meeting for President submission

Tasks to be handled by VP for Finance (2023-2024 only)

- Coordinate and attend ASG/ARCS/Financial Strategic Planning Process
- Steward Chapter President Chapter Profile Submission
 - Financial & Membership information
- Oversee inventory of Scholar certificates, pins, medallions, etc

Interim 2023-2024 Proposal (cont'd)



Tasks to be handled by ASG (2023-2024):

- Coordinate and attend National Board Meetings
 - This effort has grown over last two years due to hybrid design meetings and Forum working type sessions
 - VP for Ops sets scope at strategic level; ASG executes the tasks
- Additional support services totaling no more than 125 hours/yr will be defined in 1 year contract amendment
 - Note: current contract – 2500 hrs/yr
 - Additional compensation to ASG - Increase of \$573 per month, for a total monthly fee of \$10,702 from July 1, 2023 to June 30, 2024 and a total annual fee of \$128,424, which has been included in the proposed 2023-2024 budget.

Next Steps



- ✓ Executive Committee reviewed and endorsed proposal
- ❑ National Board approve ASG contract amendment and budget
- ❑ Consistent with LRP Staff and Volunteers Strategic Goal: to define and implement an efficient and sustainable staff and volunteer model
 - Work with incoming chair of Long-Range Plan to implement the recommendation to create a Staff and Volunteer Task Force
- ❑ As a part of defining roles and responsibilities for staff and volunteers, implement VP for Ops workload distribution model for one year ending June 2024