

## 2.0 JOB DESCRIPTIONS

### 2.1 President: JOB DESCRIPTION

**Duties:**

Generally supervise, direct, and have responsibility for the activities, affairs, and Officers of ARARA.

Be an ex-officio member of all committees.

Preside at the annual business meeting

Call and preside at Board meetings

One meeting to be held at the annual business meeting

Appoint two members to the Budget Committee

Appoint two members to the Archives Committee

Act as ARARA's liaison with the public in all matters. This is done primarily via correspondence (email and regular mail) and telephone.

Review ARARA On-line before it is issued

Review all other Board items as part of the general Board system.

Coordinate all aspects of the organization, as needed.

**Forms Needed:** None

### 2.2 Vice President: JOB DESCRIPTION

**Duties:**

In the absence or disability of the President perform all of the duties of the President.

Assist President by offering opinions on subjects of concern

Review ARARA On-line before it is issued

Review all other Board items as part of the general Board system

Learn all about all aspects of ARARA operation in preparation for becoming president

**Forms Needed:** None

### 2.3 Secretary: JOB DESCRIPTION

**Duties:** **NEEDS INFORMATION**

### 2.4 Treasurer: JOB DESCRIPTION

**History:** The position of Treasurer was held by A.J. Bock from 1974 – 1993, Donna Gillette 1994 – 1995, Donna Yoder 1996 – 2003, Dario Caloss 2004 (resigned), Lisa Werner (April, 2005 – June 2006), and Gary Gillette (June 2006-present).

**Composition:** Officer position elected to two year terms.

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**Duties:** Preparation of quarterly and annual Financial Statements including Balance Sheet, Profit and Loss Statement, and Transaction Report, tracking of all Restricted Funds reported annually, preparation of annual budget, filing the Form 990 Internal Revenue Service, SI-100 Statement of Information with the State of California, and Form 199 California Exempt Organization Annual Information Return, annual insurance renewal, as well as paying all invoices on behalf of ARARA, including tracking, maintaining and managing all CDs, bank accounts (including monthly bank reconciliations) and ARARA credit card(s). The Treasurer is expected to give a brief financial update at the podium during the Annual Business Meeting during the Annual Conference. A one page Treasurer's Report is printed each year in ARARA's quarterly newsletter *La Pintura* after the conclusion of each fiscal year.

**Guidelines and/or Specific Procedures:** ARARA operates on a Cash (not Accrual) basis. The fiscal year begins on July 1. The Forms 990, 199 and SI-100 (biennially) are all filed electronically via fill-in PDF forms. There is a penalty if not filed within five calendar months after the fiscal year end. Insurance includes General Liability, Accident Insurance and DO-NPO Directors and Officers through HRH of Coachella Valley Insurance Services, 77564 Country Club Drive, Bldg B – Ste 401, Palm Desert, CA 92211, (760) 360-4700. The books are subject to audit every four years by an independent CPA.

### 2.5 Directors at Large: JOB DESCRIPTION

**Definition:** Elected Directors are part of a larger group of not less than five nor more than nine individuals collectively known as the Board of Directors, which also includes the ARARA officers. Duties of the officers are described in the ARARA Bylaws, found in Section 8 of this document.

**Duties:**

Perform all duties required by law, the ARARA Articles of Incorporation, and the ARARA bylaws.

Appoint and remove, employ and discharge, and prescribe the duties and fix the compensation, if any, of all officers, agents and employees of ARARA.

Supervise all officers, agents, committee chairpersons, and employees of ARARA to ensure that their duties are performed properly.

Meet at times and places required by the bylaws.

Register their valid addresses with ARARA so the Secretary of the Association can officially notify them of meetings.

Serve on committees, review papers for publication as assigned, and perform work to meet the goals and objective of ARARA.

**Qualification and Election:** Any ARARA member in good standing may serve as a director. Directors shall be elected at the annual meeting of ARARA held in odd numbered years.

**Terms of Office:** Directors serve for a term period of two years. Directors can serve for no more than two consecutive terms without a break in service.

## 2.6 Conference Coordinator: JOB DESCRIPTION

**Conference Coordinator:** Pre-Conference arrangements trip to identify conference facilities and make local connections, usually accompanied by local chair or by Vice President. The Conference Coordinator serves as the liaison between the various committees, and consults with President, Vice-President, and Board as needed; negotiates, obtains approval as required, and signs any needed contracts; fields issues as they surface, and confirms that the various Committees are making timely progress, and any specific needs are identified and resolved. Food requirements for the General Conference (hospitality, banquet, etc.) and food needs for the various Committees are also coordinated by the Coordinator. The Coordinator is also responsible for the planning and implementation of coffee breaks.

**2.6.1. Assistant Conference Coordinator and/or Local Chair:** Provide the artwork design and logo for the T-shirts. Participate in decisions concerning many aspects of the Conference (food for auction, location of dinner, preparation of food lists, etc.).

**2.6.2. Program Chair:** Responsible for the Call for Papers, acceptance, coordination of presenters, arranges moderators, and the preparation of the Program. Works with Conference Coordinator to schedule various meetings and breaks within the Conference Program (*see itemized Description below*).

**2.6.3. Registrar:** Receives and enters registration information into an MS Excel spreadsheet and deposits checks into the ARARA account. Spreadsheets need to be designed in coordination with the Conference Coordinator to ensure that information is recorded that will assist in Conference planning and provide necessary counts and the ability to generate custom lists such as lunch orders, reception attendance, banquet tickets, field trip lunches, T-shirts, etc.

**2.6.4. Field Trip Chair:** Identify sites for field trips, approve Field Trip Form, write up field trip summaries, secure trip leaders, organize logistics for field trips, receive field trip forms from membership, and equitably assigned field trips. Provide list of local self-guided sites for members to visit before and after the Conference.

**2.6.5. Reception Committee:** Responsible for the Reception, including Program and refreshments.

**2.6.6. Vendor Chair:** Approves vendor form, accepts vendor applications, coordinates the Vendor Room, collects minimum fee of \$25 or 10% of receipts (whichever is greater), and transmits these funds to the Treasurer.

**2.6.7. Auction Chair:** Coordinate the Auction, which is usually held on Saturday evening. Find auctioneer. Coordinate food in conjunction with Conference Coordinator.

**2.6.8. Audio Visual Chair:** Responsible for AV needs during the Conference. Make sure needed equipment is available and know how to operate it. Coordinate with the Program Chair to communicate with the presenters and to arrange the placement of their Power Point presentations on the ARARA computer.

**2.6.9. Volunteer Coordinator:** Responsible for assigning tasks throughout the conference to those volunteering their services.

## **2.6.2 Program Chair: JOB DESCRIPTION**

### **Duties:**

1. *Call for Papers.* Draft call for papers, and then have it reviewed by Conference Coordinator and printer ( *La Pintura* layout person). This needs to be done before the San Diego meeting the first weekend in November because this is its first release. It is also posted to the web at this time. It is then printed in the December *LaPintura*. The call can be revised if necessary, before the second all, which is in the March *LaPintura*. Need to be sure to check on the room availability for posters before the call is released.

At the time the call is released, the updated application form is also released. There are usually minor adjustments to be made to this form each year.

2. *Receive Abstracts.* Applications with abstracts can begin to arrive as soon as the call is released, although usually they do not come until after the first of the year. When an application is received, an email is sent telling the person that their abstract has been received. Following is an example of the form email:

*Thank you for the abstract. A committee will review the abstracts and be in touch with you regarding acceptance by April 1.*

3. *Review Abstracts.* Once the deadline for receiving abstracts has passed (usually March 15). They are assembled in a document in alphabetical order with the following information. Abstracts are not retyped. They are copied and pasted from electronic submissions. A spell check is run on them before saving them in PDF

format. They are then sent to a committee for review. In 2006 the Board was considered the committee and a copy of the PDF was sent electronically to all members.

**SAMPLE:**

**Christensen, Don D.** (Archaeo-Imagery, Costa Mesa, California) (Contributed Paper)

**Title:** Preformative And Early Formative Rock Art Of The Kanab Creek Wilderness Area, Arizona

**Abstract:** The Kanab Creek Wilderness occupies 75,300 acres of the Kanab Plateau north of the Grand Canyon. Ninety-nine rock art sites were recorded within the wilderness by the author and his associates between 1992 and 2005. Thirty of those sites contained images attributed to the Preformative and Early Formative Periods, which date approximately from 1000 B.C. to A.D. 900. This paper deals with two rock art styles, the Snake Gulch and the Cave Valley, which are presumed to be representative of this time period. It attempts to clarify their descriptive attributes, discusses the environmental and archaeological context of the sites, and examines the chronological placement of the styles.

4. *Acceptance of Abstracts.* By April 1, all committee comments have to be returned to the Program Chair, and acceptance email is sent to those whose papers and posters are to be presented. Following is an example of the form email:

*Congratulations your presentation has been placed on the 2006 ARARA program. General information for presenters will be sent to you soon.*

*Thank you very much for your submissions. I look forward to seeing your presentations.*

5. *Schedule Assembly Begins.* While the abstracts are out for review, assembly of the schedule begins. Papers are grouped by subject matter, and placed in times on the program with the assumption that all will be accepted. During this time dialogue begins with the Conference Coordinator on other parts of the schedule, particularly the locations of events. The kinds of events change little from year to year, but the locations all change and must be confirmed. Once the abstracts have been accepted, any adjustments to the program are made.

6. *Moderators.* While the abstracts are out for review and during the month of April (preferably before the 15<sup>th</sup>), emails are sent to search for session moderators. Following is an example of the form email:

*I am looking for program moderators. The duties of the moderator are to introduce the speaker (I will provide you with information they sent), announce the title of their paper, and keep track of their time (you will be provided with a timer*

*Thank you for your consideration of this matter.*

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7. *Presenter Information.* Send out information to presenters regarding special stipulations relative to oral presentations and posters. This changes slightly each year.

8. *Finalize Schedule.* The schedule must be finalized by May 1. Often this involves last minute changes in the locations of events, in greeters from the local community, and possibly in moderators. It is essential to work closely with the Conference Coordinator during these last minute adjustments.

Once the schedule is ready. The following copies are sent.

1. Formatted PDF copies of the schedule and abstracts are sent to the webmaster for posting on the ARARA web site.
2. Unformatted rtf copies of the schedule and abstracts are sent to Ken Hedges for printing.

9. *AV Needs.* A list of presenters and what they need for audiovisual equipment needs to be made and sent to the Audio Visual chair.

10. *List of Presenters.* A list of presenters and their addresses is assembled for the Publication Chair.

11. *Moderator Information.* Information provided by the presenters is assembled for use by the moderators in their introductions.

12. *Conference Duties.* Make sure moderators arrive, know who is in charge of AV, and have the equipment (clicker, pointer, light) they need. Be there to answer any last minute questions they have.

Be present when posters are put up to direct presenters to their areas, help with equipment needs (tables, tape) and answer any last minute questions they have.

### **Forms Needed:**

1. Call for Papers.
2. Application to Present.
3. Abstracts
4. Schedule
5. Information for Presenters on times, AV, and posters.
6. List for AV Chair
7. List for Publications Chair
8. Moderator Biographic Information

**SAMPLE:**

**2006 ARARA MEETING SCHEDULE**

*Location*  
*Bluff, Utah*

**Thursday, May 18, 2006**

**9:00 am – 5:00 pm Board Meeting — Location; Lunch Location**

**7:00 pm Public Lecture, Person — Location**  
**Title: *Insert***

**Friday, May 19, 2006**

**8:00 am – 2:00 pm Conservation Committee Pre-Conference Workshop — Pre-registration Required. Contact Jack Sprague  
<Jack.Sprague@EmersonProcess.com> — meet Location**

**1:00 – 5:00 pm Registration – Location**

**3:00 – 4:00 pm Conservation Committee Meeting — Location**

**6:30 pm Reception — Location**  
*Directions to Reception*

**Saturday Morning, May 20, 2006**

**6:30 – 8:00 am Vendor and Poster Set Up — Location**

**7:00 – 8:30 am Publication Committee Meeting — Location**

**7:00 – 8:30 am Website Committee Meeting — Location**

**7:00 am – 4:00 pm Speaker Ready Room Open — not sure we're going to have this**

**8:00 am – 5:00 pm Registration — Location**

**8:00 – 8:45 am Vendor Room Open (also open during breaks, lunch, and until 6 pm) — Location**

**8:45– 9:00 Welcome — Location**  
**Leigh Marymor, ARARA President**  
**???, Local Program Chairman**

**9:00 – 9:10 Announcements — Location**

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### **Session; *Utah Rock Art* — Location** **(Name, Moderator)**

- 9:10 – 9:30**      **Name:** Title (Contributed Paper)
- 9:30 – 9:50**      **Name:** Title (Contributed Paper)
- 9:50 – 10:10**    **Name:** Title (Contributed Paper)
- 10:10 – 10:30**    **Name:** Title (Contributed Paper)
- 10:30 – 10:50**    **BREAK**  
**Vendor Room Open — Location**

### **Session; *Utah Rock Art, Continued* — Location** **(Name, Moderator)**

- 10:50 – 11:10**    **Name:** Title (Contributed Paper)
- 11:10 – 11:25**    **Name:** Title (Report)
- 11:25 – 11:45**    **Name:** Title (Contributed Paper)
- 11:45– 12:05**    **Name:** Title (Contributed Paper)
- 12:05 – 1:30**      **LUNCH**  
**Education Committee Meeting — Location**  
**Vendor Room Open — Location**

### **Saturday Afternoon, May 20, 2006**

#### **Session; *Name* — LOCATION** **(Name, Moderator)**

- 1:30 – 1:50**      **Name:** Title (Contributed Paper)
- 1:50 – 2:10**      **Name:** Title (Contributed Paper)
- 2:10 – 2:30**      **Name:** Title (Contributed Paper)
- 2:30 – 2:50**      **Name:** Title (Contributed Paper)
- 2:50 – 3:10**      **Name:** Title (Contributed Paper)
- 3:10 – 3:30**      **BREAK**  
**Vendor Room Open — Location**

**Session; *Name* — LOCATION**  
**(Name, Moderator)**

- 3:30 – 3:50**      **Name:** Title (Contributed Paper)
- 3:50 – 4:10**      **Name:** Title (Contributed Paper)
- 4:10 – 4:30**      **Name:** Title (Contributed Paper)
- 4:30 – 4:50**      **Name:** Title (Contributed Paper)
- 4:50 – 5:10**      **Name:** Title (Contributed Paper)
- 5:10 – 6:00 pm**    **Vendor Room Open — Location**
- 6:00 – 8:00 pm**    **AUCTION and NO HOST BAR Location**

**Sunday Morning, May 21, 2006**

- 7:00 am – 4:00 pm** **Speaker Ready Room Open — Location**
- 8:00 am**            **Registration — Location**
- 8:00 – 8:30**        **Poster Session — Location**  
**Vendor Room Open**  
Posters will be set up and left up all day. Authors will be at posters from 8:00 to 8:30 am.

**Presenters:**

- Name:** Title  
**Name:** Title
- 8:30 – 10:00**      **BUSINESS MEETING — Location**
- 10:00 – 10:20**    **BREAK**  
**Vendor Room Open — Location**

**Session; *Name* — LOCATION**  
**(Name, Moderator)**

- 10:20 – 10:50**    **Name:** Title (Contributed Paper)
- 10:50 – 11:10**    **Name:** Title (Contributed Paper)
- 11:10 – 11:25**    **Name:** Title (Report)

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- 11:25 – 11:45      **Name:** Title (Contributed Paper)
- 11:45 – 12:05      **Name:** Title (Contributed Paper)
- 12:05 – 1:30      **LUNCH**  
**Vendor Room Open — Location**  
**Presenter’s Meeting — Location at podium**  
**Board Meeting (to include newly elected members) — Location**

**Sunday Afternoon, May 21, 2006**

**Session; Name — LOCATION**  
**(Name, Moderator)**

- 1:30 – 1:45      **Name:** Title (Report)
- 1:45 – 2:00      **Name:** Title (Report)
- 2:00 – 2:20      **Name:** Title (Contributed Paper)
- 2:20 – 2:35      **Name:** Title (Report)
- 2:35 – 3:00      **BREAK**  
**Vendor Room Open — Location**

**Session; Name — LOCATION**  
**(Name, Moderator)**

- 3:00 – 3:20      **Name:** Title (Contributed Paper)
- 3:20 – 3:40      **Name:** Title (Contributed Paper)
- 3:40 – 4:00      **Name:** Title (Contributed Paper)
- 4:00 – 4:20      **Name:** Title (Contributed Paper)
- 4:20 – 6:00 pm      **Vendor Room Open — Location**
- 5:30 – 6:30      **No Host Bar — Location**

6:30 pm **BANQUET — LOCATION**  
*Awards*  
*Speaker: Name*

**Monday, May 22, 2006**

**8:00 am -???**      **Workshop — Location**  
**Pre-registration Required. Contact Name**

**Field Trips.**

*Thank you to the following conference sponsors and supporters:*  
**Name, Organization**