



JOB DESCRIPTION COORDINATOR

ABA Job Description

BASIC FUNCTION

Responsible for keeping officer, committee and appointee job description guidelines current. Annually update all guidelines, directives, and relevant bylaw changes.

JOB DESCRIPTION COORDINATOR QUALIFICATIONS

1. Possess computer skills and be able to access the Bylaws and Job Descriptions of the ABA Website and make changes as necessary.
2. Have basic knowledge of ABA Bylaws and officer/committee duties

CURRENT PROCEDURES

1. By September, receive from the Bylaws and Standing Rules Chair any revised changes or additions passed by the membership at convention. Ensure changes have been uploaded to the ABA website by the Bylaws Chair and Website Coordinator.
2. Make the Job Description changes resulting from bylaw revisions and Executive Board motions and notify the person whose job has changed.
3. Each year send a letter/email to all current officers, appointees and committee chairs, asking that any suggested changes or additions in their Job Description and/or Current Procedures be sent to the Job Description Coordinator. Request officers/chairmen to include any forms or sample letters used.
4. Assess all suggested changes submitted by officers, chairmen and coordinators, making sure that they do not conflict with the Charter, Bylaws and Standing Rules of the Corporation. Any major revisions of procedures should be forwarded to the ABA President and/or Bylaws Chair and if needed to the Executive Board for approval.
5. After review and approval if needed, prepare revisions for the Website Coordinator to use for posting on the ABA website.
6. After the convention, if needed, email all new officers, committee chairmen, and committee members advising them of how to access their job description on the ABA website.
(<http://www.americanbell.org/>)

Attached below: Procedure Change Letter (May use any form or manner you want)



All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

Complete and return by email the Discussion Form sent to you by the Secretary no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.



Enclosure: Procedure Change Letter

Procedure Change Letter

Date

Dear _____,

I am writing you regarding the job description for your ABA position. ABA realizes that each Coordinator/Committee Chair/Officer brings a fresh perspective to the job. My job is to keep the ABA Job Descriptions current. It is essential to have an up-to-date job description for your job.

You will find the most current version of Job Descriptions on the ABA website. To find this, go to <https://americanbell.org/> and go to the **Members Forum**. Find the topic Bylaws and Job Descriptions. Click to open that and find the sub-topic "Job Descriptions" Click on that and scroll down to find your job description. Click on the link and it will appear.

This is a .pdf document and unless you have an advanced Adobe product, you will not be able to make changes on the document. You can highlight, copy text and then paste to Microsoft Word or another word program. Make your changes on that (**in red please**), save it, then email it to me. It would be very helpful if you provide the full original description with attachments and mark the revisions, additions and deletions **in red** and **highlighted**.

If you want – you can email me to ask me to send you a copy that you can edit and send back.

You are asked to please read your job description and ask yourself "Did this job description tell me what I needed to know in order to do the right job?" If you have confidence that your successor will understand his or her role as it is now written, please let us know the good news!

If not, please tell us what changes you recommend be made. You **are** allowed to recommend changes to procedures. Please remember to include deadlines, additions, deletions, typos, inconsistencies, clarifications and other pertinent information.

Once received, changes will be reviewed to insure they do not conflict with bylaws or executive motions. If the change does, or implies a major change in the job, it will be reviewed by the ABA President and, if needed, the Executive Board.

Thank you. Your help will improve communications within ABA and promote a better understanding of the job for your successor!

Please contact (Job Description Coordinator) at (email address) if you have any questions.

Best regards,

ABA Job Description Coordinator