

Lone Star Mensa
Standing Rule
 ASIE 2007-1
Program Structure and Officer Responsibilities
 2007 January 3
 Last amendment, ASIE 2010-xx, February xx

This ASIE provides the program structure and officer responsibilities and titles for Lonestar Mensa.

LSM programs are structured to provide a way for incremental participation of interested volunteers in the activities of LSM, to simplify coordination among the various activities, and to provide visibility of financial resources supporting them. The specific activity in each program depends on the volunteers. Some programs will have more activity in some years and less in other years depending on the interest of the volunteers.

Responsibilities for leading LSM activities are assigned to volunteers through the LSM Bylaws and ASIEs. Volunteers have standard titles to indicate their assumed responsibilities such as “coordinator” or “chair” and all volunteers with responsibilities assigned in the Bylaws and this ASIE are considered officers of LSM. In general, coordinators bring together a related set of LSM activities such as Gifted Children or Newsletter Advertising. Chairs are responsible for committees of coordinators that share experiences and learn from each other. Volunteers may assume multiple responsibilities and titles; and holding multiple titles is not uncommon.

Each of the officers listed below is assigned responsibility for the activities listed to the left. Each chair is assigned responsibility for all activities within his or her program.

<u>Communications Program Responsibilities</u>		<u>Officers</u>	
Communications Committee (ComComm)		*	<u>Communications Chair (Board Member)</u>
Advertising, print and online			Advertising Coordinator
Calendar, print and online			Calendar Coordinator
Direct communications and aliases		*	Web Contact
History, print and online			Historian
Newsletter, print and online		*	Newsletter Editor
<u>Newsletter and Website proofreading</u>			<u>LocSec, Past LocSec, ComChair, and other proofreaders</u>
Publication and distribution, print		*	<u>Newsletter Print Circulation Manager Coordinator</u>
<u>Publication and distribution, email</u>			<u>Email Circulation Coordinator</u>
Publication and distribution, online, Web content			Webmaster
<u>Photography</u>			<u>Photographer</u>
Publicity		*	(Media Coordinator) <u>(Publicity Officer)</u>

Education Program Responsibilities
 Education Committee (EdComm)
 Education fundraising
 Education program publicity
 Gifted Children
 Scholarships ~~Chair~~

Officers
 *Education Chair (Board Member)
 Education Funding Coordinator
 Education Publicity Coordinator
 ** Gifted Children Coordinator
 * Scholarship ~~Chair~~ Coordinator

Membership Program Responsibilities

Membership Committee (MemComm)

- Awards
- Current and prospective officers
- Current members and renewals
- New and prospective members
- Testing
 - Facilities
 - Test Administration

Officers

- * ~~Membership Officer~~ – Membership Chair (Board Member)
 - Awards Coordinator
 - Officer Coordinator
 - Current Member Coordinator
 - New Member Coordinator
 - * Testing Coordinator
 - Facilities Coordinator
 - ** Proctors

Symposia Program Responsibilities

Symposia Committee (SymComm)

- Local symposia gatherings
- Monthly meetings and symposia

Publicity

- Bryan-College Station
- San Marcos – Texas State University
- University of Texas
- Waco

Officers

- *Symposia Chair (Board Member)
 - Symposia Coordinator
 - * ~~(Programs Coordinator)~~(Programs Officer)
 - Symposia Publicity Coordinator
- BCS Coordinator
- San Marcos Coordinator
- UT Mensa President
- Waco Coordinator

Independent Officers Responsibilities

- Local arbitration
- Records, ASIEs, and Archives
- Regional arbitration
- Service for Guidance, and Hospitality to Travelers (SIGHT)

Officers

- * Ombudsman
- * ~~Records Manager and Archivist~~
~~[ExComm Secretary if not filled]~~
- * Arbiter
- ** SIGHT Coordinator

*Officer positions established in the bylaws ~~and ASIEs~~.

**Officers recommended by LSM and approved by AML

Officer may be used for Coordinator in a title if needed to avoid confusion when dealing with the public outside of Mensa.

~~Note 1: A person may occupy more than one position~~

~~Note 2: Responsibilities travel upward. If a position is not filled the next higher position assumes responsibility until the LocSec is responsible for everything~~

Amended by ASIE 2008-12-01, December 3, to delete Subgroup program and redistribute coordinators and to add Calendar and Calendar Coordinator.

Amended by ASIE 2009-3, January 7, to:

- rearrange tables alphabetically by program and responsibilities
- add program name and responsibilities to program headings, and committee responsibility to chairs,
- change Newsletter Advertising to Advertising, paper, and online,
- add aliases to direct communications,
- change Elist Coordinator to Web Contact to match AML requirement,
- add and distribution to Electronic publication,

- move Record Manager and ASIEs, records, and archives responsibilities from communications committee to the ExComm secretary and assign remaining history responsibility to a Historian,
- change Newsletter Publication and Distribution to Pint publication and distribution,
- change Education Publicity to Education program publicity,
- merge Recruitment Program and Membership under Membership Committee,
- merge officer recruitment and leadership under Current and perspective officers,
- change Leadership Roster Coordinator to Officer Coordinator,
- add and perspective to New Members,
- delete Nominations and Nominations Committee Chair,
- add gatherings to Local symposia,
- add and symposia to Monthly meeting,
- delete RG Committee positions and add to ASIE 2007-10-01, LonestaRG when that ASIE is next revised.