

Lone Star Mensa
Standing Rule
 ASIE 2007-1
Program Structure and Officer Responsibilities
 2007 January 3
 Last amendment, ASIE 2010-9, February 3

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.

Communications Program Responsibilities

Communications Committee (ComComm)

Advertising, print and online
 Calendar, print and online
 Direct communications and aliases
 History, print and online
 Newsletter, print and online
 Newsletter and Website proofreading

 Publication and distribution, print
 Publication and distribution, email
 Publication and distribution, online,
 Web content
 Photography
 Publicity

Officers

* Communications Chair (Board Member)
 Advertising Coordinator
 Calendar Coordinator
 Web Contact
 Historian
 Newsletter Editor
 LocSec, Past LocSec, ComChair, and
 other proofreaders
 Print Circulation Coordinator
 Email Circulation Coordinator
 Webmaster

 Photographer
 Media Coordinator

Education Program Responsibilities

Education Committee (EdComm)

Education fundraising
 Education program publicity
 Gifted Children
 Scholarships

Officers

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

Membership Program Responsibilities

Membership Committee (MemComm)
 Awards
 Current and prospective officers
 Current members and renewals
 New and prospective members
 Testing
 Facilities
 Test Administration

Symposia Program Responsibilities

Symposia Committee (SymComm)
 Local symposia gatherings
 Monthly meetings and symposia

 Publicity

 Bryan-College Station – Texas A&M
 San Marcos – Texas State University
 University of Texas
 Waco – Baylor University

Independent and Special Officer Responsibilities

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

Officers

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

Officers

* Symposia Chair (Board Member)
 Symposia Coordinator
 Programs Coordinator (Programs Officer)
 Symposia Publicity Coordinator

 BCS Coordinator
 San Marcos Coordinator
 UT Mensa President
 Waco Coordinator

Officers

* Ombudsman
 * Records Manager and Archivist
 * Arbiter
 * **SIGHT Coordinator

*Officer positions established in the bylaws

** Officer 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.

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 2010-9, February 3, to update for consistency with the amended Bylaws effective 2010 in January.

- Identified Standing Committee Chairs are identified as Board members
- Changed Membership Officer to Membership Chair
- Split Circulation Manager into Print Circulation Coordinator and Email Circulation Coordinator
- Added a Photographer and Proofreader and position
- Changed Publicity Officer to Media Coordinator
- Identified positions included amended Bylaws
- Deleted alternative responsibility for records (it duplicates the amended Bylaws)
- Added position title flexibility for dealing with the public.

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.