

New Knowledge Adventures (NKA)
Officer on the Board of Directors
Job Description for:
President
reviewed 2024

The President is elected at the Annual Meeting by the general members for a one-year term. This continues the three (3) year commitment serving one-year as President-Elect, one-year as President, and a final year as Past President. The elected Officers of the Board of Directors are President, President-Elect, Secretary, and Treasurer.

1. Preside over the monthly NKA Board of Director's meetings consisting of the elected Officers and the Past-President (5), the standing Committee Chairpersons: Curriculum, History, Publicity, Social, Travel, and Community Service (6) and the three Directors-at-Large (3). In addition, the Idaho State University/College of Technology/Continuing Education and Workforce Training/NKA support staff member is a non-voting attendee of the monthly meetings.
2. Preside over the as-needed Executive Committee (elected Officers and the Past President) and the General Meetings of the membership.
3. Develop and distribute meeting agendas for the Executive Committee, the Board of Director's, and any additional General Meetings of the NKA membership.
4. Function as the Executive Officer in connection with all operations of NKA.
5. Seek implementation of decisions reached by the Executive Committee and Board of Directors.
6. Act as Chief Executive and Ceremonial Officer of NKA and report to the membership at all General Meetings on the activities of NKA.
7. Following the Annual Meeting, present the slate of standing committee chairpersons to the board and call a vote for approval.
8. Along with the President-Elect and Secretary, update the Policy and Procedural Manual from the year's minutes to reflect any change(s) made during this tenure.
9. Facilitate a smooth transition by mentoring the newly elected President-Elect.
10. Represent NKA at the United Seniors Project (USP) board meetings.

Job Description for: President-elect reviewed 2024

The President-elect is elected at the Annual Meeting by the general members for a one-year term. This begins a three (3) year commitment serving one-year as President-Elect, one-year as President, and a final year as Past President.

1. As a member of the NKA Executive Committee, the President-elect will attend Executive meetings and the monthly NKA Board of Director's meetings and provide activity updates.
2. Serve as a proxy for the President when unable to attend NKA Board meetings or United Seniors Project meetings or other duties that may arise.
3. Assist the Social Chairperson with the Annual Meeting in May, which usually consists of a spring business meeting and luncheon.
4. The President-elect, along with the President and Secretary, will update the Policy and Procedure Manual from the year's minutes to reflect any changes made during that year.
5. Select a thank you gift for the outgoing President to present at the May business meeting and luncheon.
6. Organize the recruitment of committee chairs for the upcoming year to be approved at the first Board Meeting after the Annual Meeting in May.
7. Along with the Directors-at-Large, the President-elect will conduct an audit of items on the Physical Equipment Inventory by the end of April.

Job Description for: Past President reviewed 2024

The Past President is an unelected Officer of the Board of Directors. This completes a three (3) year commitment having served a year as President-Elect, a year as President, and the final year as Past President.

1. As a member of the NKA Executive Committee, the Past President will attend

Executive meetings and the monthly NKA Board of Director's meetings and provide activity updates.

2. Organize and chair the Officers Nominating Committee for the new slate of officers (President, President-Elect, Secretary and Treasurer) for the upcoming year. All available past presidents are invited to participate on the Officer Nominating Committee that begins in March. The incoming Officers and one of the three (3) Directors-at-Large are elected at the Annual Meeting of the members in May.
3. Facilitate a smooth transition by mentoring the newly elected President.

Job Description for: Secretary reviewed 2024

The Secretary is elected at the Annual Meeting by the general members for a one-year term.

1. As a member of the NKA Executive Committee, the Secretary will attend Executive meetings and the monthly NKA Board of Director's meetings and provide activity updates.
2. Record and distribute the meeting minutes for all NKA meetings (As-needed Executive Committee meetings, Monthly NKA Board Meetings, and the Annual General Membership Meeting).
3. Handle additional correspondence on behalf of the Board of Directors and the Executive Committee as needed.
4. Along with the President and President-elect, update the Policy and Procedure Manual from the year's minutes to reflect any change(s) made during the year.
5. Facilitate a smooth transition by mentoring the incoming Secretary.

Job Description for: Treasurer reviewed 2024

The Treasurer is elected at the Annual Meeting by the general members for a one-year term.

1. As a member of the NKA Executive Committee, attend Executive meetings and the monthly NKA Board of Director's meetings and provide a treasurer's report.
2. Present a financial report at the annual meeting of the members.
3. Responsible for developing and enforcing internal controls and financial management policies.
4. Responsible to ensure that financial reporting is accurate and complete, and that financial records and information are properly maintained.
5. Responsible to be aware of IRS and state laws and regulations.
6. Facilitate a smooth transition by mentoring the incoming Treasurer.

Job Description for: Directors-at-Large reviewed 2024

Appointed by the Board of Directors, for a three-year term, at the first Board Meeting following the Annual Meeting. One of the three (3) Directors-at-Large positions is filled annually to provide continuity on the Board of Directors.

1. Attend all NKA Board meetings, vote on proposals and provide activity status reports.
2. Participate on the Curriculum Committee and other committees as needed.
3. Act as liaison to all instructors from the previous semester, so twice a year. The curriculum catalog composer generates a mailing list for non-member instructors to receive NKA catalogs. The curriculum catalog composer will provide a contact list of NKA non-member instructors and a separate contact list of NKA instructors after the catalog has been distributed each semester. Directors-at-large will thank you notes to each instructor at the end of each semester. If the board approves, send complimentary social invitations to the instructors who are non-members.
4. Assist with the annual inventory review in April led by the President-Elect.
5. Facilitate a smooth transition by mentoring the newly elected Director-at-Large Chairperson.

Job Description for: Curriculum Committee Chairperson reviewed 2024

Appointed by the Board of Directors, for a one-year term, at the first Board Meeting following the Annual Meeting. This continues the three (3) year commitment serving one-year as Curriculum Co-Chair, one-year as Curriculum Chair, and a final year as Curriculum Past-Chair.

1. Attend all NKA Board meetings, vote on proposals and provide curriculum activity status reports.
2. Promote and maintain as large a curriculum committee as is possible and promote the involvement of all committee members in the committee's work.
3. Supervise the overall development, production, and distribution of the twice a year NKA course catalog:
 - a. Collect, organize, and update course data, course locations, and the master course schedule and course calendar.
 - b. Coordinate the catalog printing process and catalog distribution.
4. Work closely with the Idaho State University/Continuing Education and Workforce Training/New Knowledge Adventures staff, the course location facility managers, and the selected catalog printing service provider.
5. Attend the Fall and Spring on-site catalog disbursement to members.
6. Supervise the master class location schedule addressing location conflicts as they arise.
7. Facilitate a smooth transition by mentoring the newly elected Curriculum Committee Chairperson.

Recommended Skills and Qualities for a NKA Curriculum Committee Chair/Co-Chair:

- Knowledge of NKA membership and ability to solicit help.
- Organization, multi-tasking, and ability to delegate.
- Flexibility and sufficient time to devote to complex problem solving.
- Brainstorming solutions while working under time constraints.

Job Description for: Curriculum Committee Co-Chairperson reviewed 2024

Appointed by the Board of Directors, for a one-year term, at the first Board Meeting following the Annual Meeting. This continues the three (3) year commitment serving one-year as Curriculum Co-Chair, one-year as Curriculum Chair, and a final year as Curriculum Past-Chair.

1. Curriculum Committee Co-Chairperson will be a mentee of the Curriculum Committee Chairperson and gain knowledge and experience to then serve as Chairperson the following year.
2. As the proxy for the Curriculum Committee Chairperson, the Co-Chairperson will serve as a member of the NKA Board of Directors in the absence of the Chairperson by attending the NKA monthly board meetings as needed and provide curriculum committee updates.
3. Attend curriculum meetings and take notes of meeting's proceedings for the Curriculum Chair and committee members.
4. Help to mentor new members to the Curriculum Committee and assist the Curriculum Chair when needed to submit Class Information Forms.
5. Assist with editing of the curriculum catalog by proofreading and identifying scheduling conflicts.
6. Attend the Fall and Spring on-site catalog disbursement to members.

Recommended Skills and Qualities for a NKA Curriculum Committee Co-Chairperson:

- Knowledge of NKA membership and ability to solicit help.
- Organization, multi-tasking, and ability to delegate.
- Flexibility and sufficient time to devote to complex problem solving.
- Brainstorming solutions while working under time constraints.

Job Description for: Curriculum Catalog Composer reviewed 2024

Job Classification: temporary paid position with 1099 reporting.

1. Under the direction of the Curriculum Committee Chairperson attend curriculum committee meetings as well as NKA Board Meetings as needed.

2. Following the projected catalog build timeline (see NKA Roadmap Build for Catalog document) maintain a close coordination with Curriculum Chairperson.
3. Accept the instructor/facilitator information forms both electronic and hand-written from the Curriculum Chairperson.
4. Compile class descriptions into a format ready for catalog printing.
5. Organize classes into appropriate categories and produce an alphabetical listing of the semesters' classes.
6. Manage the master semester calendar entering the title, date, time, and location of classes.
7. Submit aggregate new class schedule to Idaho State University/ College of Technology/Continuing Education and Workforce Training/New Knowledge Adventure (ISU/CoT/CEWT/NKA) support staff for the assignment of unique class index numbers to be used for class registration.
8. Proofread the first catalog draft from the printer and return it for editing.
9. Distribute sections of the categorized class descriptions with details for curriculum committee proofreading.
10. Make the recommended corrections resulting from the curriculum committee proofreading.
11. Provide completed draft catalog to the assigned catalog printing service provider.
12. Compile a mailing list for all NKA non-member instructors and a separate mailing list for all NKA member instructors, provide the two lists to the Directors-at-large to manage instructor liaison.

Recommended Skills and Qualities for a NKA Curriculum Catalog Composer:

- Detail oriented with focus toward continuous improvement of catalog for production.
 - Proficiency with sending/editing attachments through e-mail.
 - Proficiency with typing/editing documents
 - Proficiency with Microsoft Word and Publisher

Job Description for: Social Committee Chairperson
reviewed 2024

Appointed by the Board of Directors, for a one-year term, at the first Board Meeting following the Annual Meeting.

1. Attend all NKA Board meetings, vote on proposals and provide social activity status reports.
2. Organize NKA yearly social events to include:
 - a. Catalog Pickup – Fall Semester in mid-August & Spring Semester early-January
 - b. Christmas Dinner - December
 - c. Annual Meeting and Luncheon – May
 - d. Changing of the Guards Luncheon - June
3. Form a Social Committee to assist with tasks for social events.
4. Organize additional events that may be added to the calendar by the Board of Directors.
5. Facilitate a smooth transition by mentoring the incoming Social Chairperson.

Job Description for: Publicity Chairperson
reviewed 2024

Appointed by the Board of Directors, for a one-year term, at the first Board Meeting following the Annual Meeting.

1. Attend all NKA Board Meetings, vote on proposals and provide publicity activity status reports.
2. Coordinate with NKA Board Members to promote events they are leading for NKA.
3. Overall responsibility for NKA Publicity program to include:
 - a. In-person promotion by hosting (or finding someone to host) information tables at events specified by the board.
 - b. Distributing and posting NKA promotional material at receptive and appropriate locations to include public libraries, Senior Activity Center, and NKA class venues.
 - c. Coordinate Public Service Announcements (PSA) as determined by the board with local media outlets which may include Idaho State Journal, KIFI (Channel 3 and 8), KPVI (Channel 6), KISU-TV (Channel 10), KISU-FM (Radio 91.1).
4. Utilize the Idaho State University/Continuing Education and Workforce Training/NKA authorized staff member to distribute periodic promotional emails to the NKA membership.

5. Utilize the NKA poster space at the Senior Activity Center (SAC) to advertise NKA and the current class calendar. Ensure the NKA poster space at SAC has a supply of current NKA class registration forms and an attached current NKA Catalog, and Class Information Forms (CIF).
6. Maintain a supply of promotional materials i.e.. NKA business cards and pamphlets and notify the President when more are needed, or updates are recommended.
7. Facilitate a smooth transition by mentoring the incoming Publicity Chairperson.

Job Description for: History Chairperson reviewed 2024

Appointed by the Board of Directors, for a one-year term, at the first Board Meeting following the Annual Meeting.

1. Attend all NKA Board meetings, vote on proposals and provide Historical Recording activity status reports.
2. Record and document the history of NKA.
 - a. Collect NKA articles from the newspaper and other media.
 - b. Compile and arrange collected materials to create a history to preserve the essence of the events and activities of NKA.
3. Facilitate a smooth transition by mentoring the newly elected History Committee Chairperson.

Job Description for: Travel Committee Chairperson reviewed 2024

Appointed by the Board of Directors, for a one-year term, at the first Board Meeting following the Annual Meeting.

1. Attend all NKA Board meetings, vote on proposals and provide Travel activity status reports.
2. Promote and maintain as large a travel committee as is possible and promote the involvement of all committee members in the committee's work.
3. Overall responsibility for NKA travel program to include:
 - a. Plan and promote several trips per year.
 - b. Ensure financial responsibilities with competitive bids, records of receipts, and expense reports at the conclusion of a trip.
 - c. Arrange transportation, venues, meals and if required, overnight lodging.
 - d. Ensure the Release of Liability forms are completed by non-members before travel.
 - e. Close the trip with thank you emails and a feedback form.
 - f. Keep records of each trip to include description, dates, committee liaisons, project coordinators (facilitators), numbers of volunteers and members participating, total service hours to complete the trip, and a brief evaluation of the trip.
4. Coordinate with Idaho State University/Continuing Education and Workforce Training/NKA support staff to distribute emails related to NKA Trips.
5. Facilitate a smooth transition by mentoring the newly elected Travel Committee Chairperson.

Job Description for: Electronic Communications reviewed 2024

Appointed by the Board of Directors, for a one-year term, at the first Board Meeting following the Annual Meeting.

1. Attend and participate in regular Board meetings as needed.
2. Work with the Continuing Education and Workforce Training/NKA support staff to add information to the CEWT/NKA document archive, CEWT/Website, NKA Group Facebook, other social media sites as needed.
3. Coordinate with the NKA Publicity Chairperson.
4. Recruit one or more volunteers as needed on the electronic communication committee.

5. Facilitate a smooth transition by mentoring the newly elected Electronic Communications Chairperson.

Job Description for: Community Service Chairperson reviewed 2024

Appointed by the Board of Directors, for a one-year term, at the first Board Meeting following the Annual Meeting.

1. Attend all NKA Board meetings, vote on proposals and provide Community Service activity status reports.
2. Strive to make significant and positive contributions to the Southeast Idaho Community through service to local organizations.
3. Coordinate with NKA Board of Directors to solicit and receive written requests for target service projects.
4. Coordinate with Idaho State University/Continuing Education and Workforce Training/NKA support staff to distribute email requesting volunteers for NKA board approved service projects.
5. Form a community service committee as needed to complete service projects.
6. Keep records of projects including project description, dates, committee liaisons, project coordinators (facilitators), numbers of volunteers participating, total service hours completed, and a brief evaluation of the project.
7. Facilitate a smooth transition by mentoring the newly elected Community Committee Chairperson.