

San Diego Rock Art Association
Core Committee

Draft, January 2023

Summary: The Core Committee shall ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics. The Core Committee sets the tone and direction of the Association and works to ensure its activities are appropriate and successful.

Estimated hours/month: 2/month – attendance at CC and General Meetings.

1. Composition

- a. All CC members must be current SDRAA members.
- b. The membership of the Core Committee is composed of Members At-Large and those holding the following organizational positions:
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. Conservation Coordinator
 - vi. Education Coordinator
 - vii. Field Trip Coordinator
 - viii. Fundraising Coordinator
 - ix. Historian(s)
 - x. IFRAO Liaison/Representative
 - xi. Membership Coordinator
 - xii. Program Coordinator
 - xiii. Webmaster
- c. CC Members At-Large are SDRAA members who are
 - i. interested in assisting with the running of SDRAA,
 - ii. willing to commit to attending CC meetings, and
 - iii. willing to help other CC members carry out their responsibilities, but
 - iv. do not wish to take on a specific set of duties.
- d. A CC member may be responsible for the duties of more than one organization position at a time. Therefore, the number of CC members may vary from year to year.

2. Duties

- a. The Core Committee meets bimonthly as the governing body of the SDRAA. As such, CC members' report on their activities, consider issues brought to the CC, and make decisions for the organization in accordance with SDRAA goals and ethical standards.

3. Quorum – The quorum for CC decisions is a simple majority of CC members who hold organizational positions present at the meeting. CC Members At-Large do not count toward a quorum.
 - a. If a CC member who holds an organizational position misses three or more meetings in a row without a valid reason/excused absence and/or is otherwise unresponsive to telephone/email contacts, the President and the CC may consider replacing that member.

San Diego Rock Art Association
Chair – Duties

Draft, May 2023

Summary: Ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics. With the Core Committee, is responsible for setting tone and direction of SDRAA. Schedule, set agenda for, and lead Core Committee meetings. Lead Association Meetings. Respond to inquiries regarding SDRAA; in consultation with Core Committee, responsible for other SDRAA correspondence.

Estimated hours/month: 2 for duties plus attendance at CC and Association Meetings.

1. Core Committee
 - a. With the Core Committee, function as the SDRAA governing body with overall responsibility for the Association.
 - b. Responsible for bimonthly Core Committee meetings.
 - i. In conjunction with Vice Chair, schedule CC and General Meetings. Schedule should be reviewed and approved by CC at the September CC meeting that precedes the January 1 start date of a new 2-year term for CC members. Before presentation to the CC, the venue for any in-person meetings should be consulted to ensure that the venue is available on the proposed date.
 - ii. Create CC agendas that cover the financial status, organizational priorities, and other issues of concern to SDRAA. Formulate and distribute agenda to CC members with enough advance notice to ensure that CC members are prepared for the meeting (typically, one week prior to meeting). Ask CC for input and incorporate any agenda items raised.
 - iii. Responsible for ensuring that action items generated from the CC meetings are completed.
 - iv. Lead CC meeting.
2. General Meetings
 - a. Responsible for bimonthly Association Meetings.
 - i. In Person Meetings
 1. Ensure venue is set up appropriately prior to meeting.
 2. Arrive at the venue 30-45 minutes before the start of the potluck to greet people and socialize and attend to any last minute set-up issues.
 3. Lead informal business meeting after potluck and before main presentation(s), where first-time attendees are welcomed, important announcements are made (either by the Chair or other CC members), and matters and topics of

general interest to SDRAA are presented and discussed. This informal business meeting usually lasts less than 30 minutes.

4. Immediately after the meeting ends, organize members to clean the venue.

- ii. Virtual Meetings

1. Coordinate with Webmaster to ensure that virtual invitation is sent in a timely fashion.

3. Correspondence and Other Duties

- a. SDRAA correspondence

- i. Respond to correspondence and other inquiries from members and non-members, including the press, about SDRAA and its activities. Bear in mind that some correspondence may relate to sensitive matters and may need the CC's input before finalizing.
- ii. Inquiries and issues relating to a CC member's direct responsibilities should be directed to the appropriate member for response. For example, membership inquiries and questions should be directed to the Membership Coordinator.

- b. Other duties.

- i. Send thank you notes and/or small gifts on behalf of SDRAA to show the organization's appreciation for actions benefiting SDRAA.

San Diego Rock Art Association
Vice Chair – Duties

Draft, May 2023

Summary: In conjunction with the Chair and other members of the Core Committee, ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics. The Vice Chair shall, in the absence or disability of the Chair, perform all duties of the Chair.

Estimated hours/month: 2-3, mostly attendance at CC and General Meetings.

1. In the absence or disability of the Chair, the Vice Chair shall assume the Chair's responsibilities and perform all the Chair's duties.
2. As a member of the Core Committee, carry out CC Member responsibilities.
3. Core Committee & General Meeting Schedule
 - a. Propose a schedule for CC and General Meetings to be reviewed and approved by CC at the September CC meeting that precedes the January 1 start date of a new 2-year term for CC members. Before presentation to the CC, the venue for in-person meetings should be consulted, either by the Chair or Vice Chair, to ensure that the venue is available on the proposed dates.
4. The Vice President may take on other CC roles, in accordance with the VP's interests or as requested by the President and/or the CC.

San Diego Rock Art Association
Recording Secretary – Duties

Draft, May 2023

Summary: Record accurate minutes for Core Committee meetings and notes for General Meetings. Produce drafts of minutes/notes for CC comment/edit, incorporate feedback, and produce final minutes/notes for CC approval. In conjunction with the Chair and other members of the Core Committee, ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics.

Estimated hours/month: Months with General Meetings: .5 plus attendance at Meeting
Months with CC Meetings: 2 plus attendance at Meeting

1. Recording Secretary
 - a. Responsible for taking minutes at Core Committee meetings and for distributing draft minutes to CC members for review and comment. Responsible for incorporating comments/edits and producing a final set of minutes to be submitted to CC for approval at its next meeting.
 - b. Responsible for taking notes at General Meetings and for distributing draft summary to CC members for review and comment. Responsible for incorporating comments/edits and producing a final set of notes to be submitted to CC for approval at its next meeting.
2. SDRAA Core Committee Membership
 - a. Serve as member of SDRAA Core Committee.

San Diego Rock Art Association
Treasurer – Duties

Draft, January 2023

Summary: Maintain accurate and up-to-date financial records for SDRAA. Receive monies for deposit; disburse funds as appropriate. Provide regular reports to Core Committee on financial status of SDRAA. In conjunction with the President and other members of the Core Committee, ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics.

Estimated hours/month: 2 for duties plus attendance at CC and General Meetings.

1. Treasurer
 - a. Receive and deposit all monies due and payable to SDRAA including, but not limited to, membership dues, symposium registrations, donations, publication income.
 - b. Disburse SDRAA funds as determined by the Corporate Officers and/or the Core Committee, taking proper vouchers for such disbursements.
 - c. Maintain appropriate and accurate records of all SDRAA financial transactions and of SDRAA's bank accounts and other financial holdings.
 - d. Provide financial reports to the Core Committee and/or to the Corporate Officers on a regular basis.
 - e. Provide Corporate Secretary with annual report of income from taxable items
 - f. Keep track of income from taxable items and provide Corporate Secretary with regular report of such so appropriate Use Tax payments can be made.
2. SDRAA Core Committee Membership
 - a. Serve as member of SDRAA Core Committee.

San Diego Rock Art Association
Membership Coordinator – Duties

Draft, January 2023

Summary: Maintain accurate and up-to-date SDRAA membership database. Serve as contact point for questions about membership in SDRAA from current and prospective members. Organize annual membership renewal process. Provide SDRAA Webmaster with accurate list of email addresses for meeting announcements, other email distributions, and membership roster. Provide regular reports to Core Committee on membership statistics. In conjunction with the President and other members of the Core Committee, ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics.

Estimated hours/month: 1-2 for duties plus attendance at CC and General Meetings.

1. Membership Sign-up/Renewal Process: Manage membership process and maintain up-to-date membership database.
 - a. Timeline:
 - i. Membership year is January 1 through December 31.
 - ii. New members joining between the Symposium in November and December 31 are granted membership for the upcoming year.
 - iii. Beginning of December, send renewal notice via e-blast. Coordinate this email blast and subsequent reminders with Webmaster.
 - b. Payment
 - i. Members are strongly encouraged to renew and pay online as this provides the best membership record and transaction tracking. If completed in person, a membership form need to be completely filled out and cash/check are passed to the Treasurer for deposit.
 - c. Answer any questions that arise about membership from current or prospective members.
2. Membership Database
 - a. Accurately enter membership data into database on regular basis.
 - b. Provide SDRAA Webmaster with accurate list of email addresses for meeting announcements, other email distributions, and membership roster.
 - c. Provide membership statistics to Core Committee and at General Meetings.
3. SDRAA Core Committee Membership
 - a. Serve as member of SDRAA Core Committee.

San Diego Rock Art Association
Historian – Duties

Draft, January 2023

Summary: Responsible for documenting SDRAA’s activities in an organizational archive and for maintaining the historical archive. In conjunction with the President and other members of the Core Committee, ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics.

Estimated hours/month: 2 for duties plus attendance at CC and General Meetings.

1. Document history of SDRAA
 - a. Document current SDRAA activities, either in hard copy or electronically. Documentation should include:
 - i. General and Core Committee Meeting announcements
 - ii. Core Committee agendas and minutes
 - iii. General Meeting reports, including attendance records (e.g., count, sign-in sheets)
 - iv. Field trip announcements and other information
 - v. Rock Art Symposium information: planning, announcements, registration information, event information, follow-up, etc.
 - vi. Important communications, written or electronic
 - vii. Photographs, especially of anniversary meetings, field trips
 - b. Maintain archives of past SDRAA activities.
 - i. Arrange records chronologically.
 - ii. Maintain and update records on a regular basis. If hard copy, place in archival sheet protectors, binders. If electronic, ensure records are backed up on a regular basis.
 - iii. Purchase any needed archival supplies to be reimbursed by SDRAA.
 - c. As requested by CC, share archival information with members at meetings, etc.
2. As a member of Core Committee, carry out CC member responsibilities.

San Diego Rock Art Association
Program Coordinator – Duties

Draft, May 2023

Summary: Responsible for the following: developing a list of potential speakers; representing SDRAA through all correspondence to candidate presenters; scheduling speakers; managing and leading presentations at the meetings, whether live or virtual; and, conveying proper gratitude and honoraria to presenters. In conjunction with the Chair and other members of the Core Committee, ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics.

Estimated hours/month: 2-4 for duties plus attendance at CC and General Meetings.

1. Program Selection
 - a. In conjunction with the Core Committee, develop a list of possible speakers and topics for General Meetings that represent a diversity of topics and perspective related to the study of Native American rock art.
 - b. Contact prospective speakers and schedule them according to their availability and General Meeting dates. Ideally, this planning should be done 9-12 months in advance.
 - c. SDRAA Meeting formats:
 - i. Live General Meeting: Held in person, ensure speaker knows where and when meeting will be held. The Program Coordinator should always have a back-up plan/presentation in case of presenter illness or no-show.
 - ii. Virtual General Meeting (Zoom conferencing): Coordinate with Webmaster a practice session, before the event, to ensure speaker knows procedures of remote presentation and problem-solve for potential technical problems.
 - iii. Specialty Meetings (e.g., Nostalgia Night): Since novelty meetings typically engage several participants, special and more intensive coordination is required.
2. General Meeting
 - a. Act as host to speaker: introduce the speaker, manage question and answer period. If the General Meeting is virtual, relay questions from the Chat Box to speaker to ensure all questions are answered.
 - b. Ensure that speaker receives honorarium, if appropriate.
3. As a member of Core Committee, carry out all CC member responsibilities.

San Diego Rock Art Association
Social Events Coordinator – Duties

Draft, August 2023

Summary: Responsible for the planning a minimum of one social event for SDRAA membership each year. Event(s) can be held in conjunction with a Zoom General Meeting, but may also be held separately. Responsible for all aspects of event coordination including venue logistics, obtaining any necessary permissions for venue access, and organizing social aspects of event program. In conjunction with the Chair and other members of the Core Committee, ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics.

Estimated hours/month: 1-2 for duties plus attendance at CC and General Meetings and field trips.

1. Venue Selection
 - a. In conjunction with the Core Committee, select a venue that meets the needs of SDRAA as defined by the CC.
 - b. Contact appropriate personnel at venue to obtain any necessary permissions.
 - c. Work with Webmaster to announce the event. Announcements should include information on venue access, activities planned for event, and any other pertinent information.
 - d. Work with Corporate Treasurer to ensure that any venue fee is approved by the Core Committee and paid as required.
 - e. If social event is being held in conjunction with a Zoom General Meeting, work with Webmaster to dry run technological aspects of hybrid Zoom and in person General Meeting to ensure a smooth presentation.
 - f. Organize activities at event to promote membership engagement. In conjunction with President, lead social event.
2. As a member of Core Committee, carry out all CC member responsibilities.

San Diego Rock Art Association
Field Trip Coordinator – Duties

Draft, May 2023

Summary: Responsible for the following: developing a list of potential field trips; obtaining any necessary permits/permissions for site access; checking road access as appropriate; leading field trip and working with CC to identify alternate/additional field trip leaders. In conjunction with the Chair and other members of the Core Committee, ensure that the Association executes its responsibilities in accordance with lawful and ethical standards, as written in the SDRAA Mission Statement and Code of Ethics.

Estimated hours/month: 1-2 for duties plus attendance at CC and General Meetings and field trips.

1. Field Trip Selection
 - a. In conjunction with the Core Committee, develop a list of possible field trips to a variety of rock art sites.
 - b. Contact appropriate authorities/land owners/land managers to obtain any necessary permissions and/or permits. In consultation with CC, schedule field trips at optimal time for visitation. Ideally, this planning should be done 6-12 months in advance.
 - c. Work with Webmaster to announce field trips and manage sign-up process. Announcements should include information on level of difficulty for access, both getting to the site(s) and around the site(s), and any other pertinent information about the site and site conditions.
 - d. Work with Corporate Treasurer to ensure that liability insurance is purchased for the field trip.
 - e. If necessary, dry run field trip prior to date to check road conditions.
 - f. Lead field trip, providing guidance and information to attendees.
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