

Indivisible SOS Santa Fe
Job Descriptions – Leadership Teamⁱ

Co-Chairs

- Lead strategic planning and priority-setting
- Delegate management of projects and tasks
- Track organizational progress, both internal and external, and evaluate
- Ensure that SOS develops meaningful partnerships with outside groups and individuals; serve as the primary liaison with these partners and/or delegate others to serve in this capacity
- Prepare agendas and facilitate weekly member meetings
- Convene leadership team meetings; prepare agendas and facilitate
- Oversee all aspects of organizational work, including leadership development, committee progress, financial and fundraising issues, messaging and outreach, etc.
- Manage member development and participation, including efforts to attract new and retain existing members; manage member database
- Facilitate member participation in committees and organize/delegate logistics to ensure effective committee work;
- Work with treasurer on collecting and monitoring payment of annual dues

Secretary

- Ensure note-taking at all member meetings; send notes to Webmasters for posting on the SOS website
- Produce and distribute a regular newsletter for allies and membersⁱⁱ

Treasurer

- Record and track member dues and other contributions
- Manage bank, ACTBlue, and petty cash accounts
- Track budget and expenditures
- Produce quarterly financial reports for members
- Coordinate special fundraising/finance campaigns
- Monitor and adhere to Indivisible national's financial requirements
- Adhere to Indivisible SOS's financial policies and suggest revisions as necessary
- Maintain database of allies, partners, speakers and all non-member friends of the organization

Program Director

- Solicit suggestions for speakers from leadership team and general members based on group priorities
- Manage all aspects of the scheduling of, and communication with, speakers for member meetings
- Supervise outreach to speakers, including thanks
- Provide speaker information for meeting agendas, website calendar and database

Technical Director

- Manage all tech-related activities
- Run Zoom and hybrid meetings
- Manage the back end of the SOS website
- Ensure that SOS facebook page is current
- Train members to handle these responsibilities as necessary and possible

Past Co-Chairs

- Advise and mentor the current co-chairs
- Serve the leadership team and members with their institutional knowledge and experience
- Assume responsibility for projects and activities as needed and requested by the president

Member-At-Large

- Represent the interests of all members
- Assume responsibility for projects and activities as needed

All leadership team members are expected to:

- Attend member and leadership team meetings as well as public and social events
- Participate in strategic planning and other goal-setting
- Assume leadership roles on projects and activities
- Monitor current events at the local, regional and national level
- Assist in identifying new leaders
- Train and mentor successors

ⁱ These job descriptions are accurate as of November 2023. Specific roles and responsibilities are dynamic and may change. The Co-Chairs will ensure that this document is regularly updated and posted on the SOS website.

ⁱⁱ Newsletter responsibilities are currently handled by Technical Director.

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