Q1:  When did you assume your position?  Year? 2009

Q2:  Please state your workload in terms of hours per week, if duties are frequent/ consistent, or the commitment for seasonal time. About 3 days per magazine issue.

Q3:  Are you planning to continue in this position indefinitely? Yes

       Q3A:  If not, what is your estimated ending service date?  Even just a comment would be helpful if you don't see yourself serving for another 12 months.   (No one is being pushed out; this is just a way of estimating needs)

Q4: Is there a training syllabus, "how to" description for this position for an entire year and is it current? No

        Q4A:  If not, would you develop a job description before April 2021? I could try, although it is mostly a matter of common sense. I send out a reminder one month before publication and I usually send out a partial copy a week before publication to remind people who are late, and to give an opportunity for updates.

        Q4B:  What specific knowledge, technical or social skills are required for your position? A general knowledge of club operations, familiarity with the rules of grammar, and contact information for our layout editor.

Q5: Is Web Event Posting or Event Editing Skill Required, including financial duties, to assure full collection of amounts due from event signups? No

Q6:  Do you have a currently active assistant who could take over immediately if you retired or became disabled unexpectedly? No

Q6A:  Are there log-ins and passwords that are necessary to complete your job? No

Q6B:  Do you have a unique database for your position & how would a copy become available to the club if something should happen you? Copies of past magazines are available on the club’s website.

For either, you should provide the office administrative manager and a second officer with a set of these on a regular basis, especially since passwords change often and you may update your database frequently.    Based on your answer, either myself or the admin officer will contact you.  We will formulate a policy on this, encryption, etc.  before you send these to someone.  It's likely that our Web Manager, Gary, should be the custodian for these.  This has not been discussed with Gary and there may be alternatives for an attorney / outside source.

FYI:  our long time volunteer and member, Frank Penaranda, died without providing the BRSC with the set of log-ins and passwords to administer the BRSC web site, hence, it has to be rebuilt.  The impact on SCWDC is that we could not regularly advertise our trips to BRSC members.  The SCWDC officers have a reason to protect the intellectual property of the club, in the possession of volunteers, so we don't have to start over, any function from scratch.

Q7:  Do you have someone in mind, not currently active helping you, that you could train for your work, if you needed to end your service by an advance plan? No

Q8:  Are you receiving the support that you need from the president, current BOD, admin manager, financial manager, or a possibly outside expert source? Yes

      Q8A:  You don't have to be a critic:  what could be better/easier to carry out your program or responsibility? Timely submission of items for publication. I often have to chase down contributions.

       You are welcome to call me if you would instead of writing, Bill, cell, 703-597-6310

Q9:  Do you enjoy being in your position? What specific experience confirms this? I do enjoy putting the magazine together.

     Q9A:  is there some part of your job that you don't enjoy and do you think anyone can help you with this? Although I give some simple rules to follow (one space between sentences, a.m. and p.m. instead of AM and PM), they are often ignored and that makes for extra work.