**BILL JOHNSTON’S SURVEY**

Response by: Howard Fisher, Policy Chairperson

Q1:  When did you assume your position?  1997

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

Hours are inconsistent, and are minimal for most weeks. The most time consuming activity is developing policy recommendations with explanations. The workload includes attending some BOD meetings (or parts of them); averages 2 per year; and also attending the annual membership meeting.

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

       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).

Plan to continue at least one more admin year. It’s unknown after that.

Q4: Is there a training syllabus, "how to" description for this position for an entire year and is it current?

        Q4A:  If not, would you develop a job description before April, 2021?

        Q4B:  What specific knowledge, technical or social skills are required for your position?

Job description:

* Provide policy recommendations to BOD,
* Answer policy-related questions
* Assist BOD & President in acting in accordance with Club policies.
* Attend BOD meetings on occasion, when the Policy Chair’s presence would be helpful.
* Maintain Policy Manual (website & paper versions)
* Send updated Policy Manuals (in Word) to Club for backup storage.
* Put Bylaws proposals on ballot
* Assist Elections Chair in preparing for elections.
* Attend election-oriented Club meetings; and be prepared to advise regarding rules and procedures.

Reading material: Policy Manual, Robert’s Rules of Order (newly revised edition), BOD Guide (2 pages).

Skills/Knowledge:

* Good knowledge of how the Club and its activities operate.
* Ability to accurately interpret text in reference materials.
* Skill at writing well, with some measure of precision.

Q5: Is Web Event Posting or Event Editing Skill Required, including financial duties, to assure full collection of amounts due from event signups?

The Chairperson must convert Manual parts to PDF, and merge them into a Manual in PDF (currently via PDFMERGE). Then send the newly updated Policy Manual to the Club Webmaster for posting.

Q6:  Do you have a current active assistant who could take over immediately if you retired or became disabled unexpectedly?

The nearest individual is Leo Boelhouwer, but he has never expressed, even indirectly, an interest in taking over Policy.

       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 and how would a copy become available to the club if something should happen you?

I have sent copies of Policy documentation to the Administrative Manager, via email.

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?

I have no one in mind, but would like assistance in finding new committee members.

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

      Q8A:  You don't have to be a critic:  what could be better/easier to carry out your program or responsibility?

In general, I’m not receiving up-to-date news about BOD discussions and actions that are relevant to Policy.

Q9:  Do you enjoy being in your position? What specific experience confirms this?

This is an elite volunteer position within the Club. It is an opportunity to work with the President, Board members, and others; and often have influence with them. It’s an opportunity to learn how the Club operates behind the scenes, and become more adept at writing technical content.

     Q9A:  is there some part of your job that you don't enjoy and do you think anyone can help you with this?

Arranging Policy Committee meetings can sometimes be difficult. But, there aren’t a lot of those.

Please add any comment that would help me or the current BOD to understand your situation, and that could be passed on to the next administration.

Bill

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