

ROLES AND RESPONSIBILITIES OF THE COMMITTEE CHAIRS AND COMMITTEES, EXECUTIVE COUNCIL, STAFF

COMMITTEE CHAIRS AND COMMITTEES

As a volunteer organization, the work of the committees is critical to the success of the Mazamas in that the committees plan and manage the activities and programs of the organization. Each standing committee determines their goals, objectives and subsequent budget at the beginning of the fiscal year based upon the Bylaws, Strategic Plan, goals and expectations of the Executive Council. Each committee maintains an operating policy manual, which is subject to the approval of the council, and monitored throughout the year by the committee chair and liaison. The committee chair reports on committee activities in writing and appears before the Executive Council every other month or as needed. The chair is required to have email and one person on the committee must be computer literate and maintain committee records in a manner that can be passed on to the next committee chair. The committee chair must receive approval from council to spend \$1000 or more on a single expenditure, even if the expenditure has been budgeted. The chair must also receive approval from council for any unbudgeted expenditures of \$500 or above.

EXECUTIVE COUNCIL

The Executive Council sets policy as per the Bylaws and as guided by the Strategic Plan. The council identifies annual goals and objectives, approves and oversees the budget, oversees general business operations, approves committee chairs and oversees the work of the committees and staff. Executive Council members advocate for the Mazamas and represent the organization, its mission and values, with integrity. Each member of the Executive Council serves as liaison to 3-4 committees.

The duties of liaisons include, but are not limited to:

1. Have knowledge of the inner workings and activities of assigned committees.
2. Facilitate 2-way communication between the council and committee.
3. Act as a “sounding board” and facilitate discussions between committees, staff and council.
4. Assist in guiding committee activities to reflect the Strategic Plan, Bylaws, and council policies and goals.
5. Attend committee meetings and build a supportive relationship with the committee.
6. Assist the committee in succession planning and recruiting new members.
7. Recognize the work of the committees and its individual members.

STAFF

EXECUTIVE DIRECTOR PEGGIE SCHWARZ –

Peggie reports to the Executive Council and is responsible for implementing policy as determined by council. She manages the day-to-day operations and the staff; works closely with council and committees to implement goals related to the Strategic Plan; provides support and direction for the capital campaign and establishes operating policies and procedures. She is responsible for financial management, business operations, fundraising strategies, planning, membership services, community relationships and outreach. Peggie is expected to be generally aware of committee activities; help the chairs make informed decisions; facilitate cross communication between committees, council and staff; and facilitate information sharing.

MEMBERSHIP SERVICES ADMINISTRATORS MARTY HANSON AND LEE DAVIS, JOB SHARE-
Marty and Lee serve as the primary information source for members and the general public; maintain the Web site and membership data bases; pay invoices; serve as information services technicians and provide administrative support for the executive director, Executive Council and committee chairs as sanctioned by council and the executive director.
marty@mazamas.org, lee@mazamas.org

Hours are as follows:

Monday: Marty 10:00 a.m. - 7:00 p.m.

Tuesday: Marty 10:00 - 7:00 p.m.

Wednesday: Marty 10:00 a.m. – 2:00 p.m.; Lee 1:00 – 7:00 p.m.

Thursday: Lee 10:00 a.m. - 7:00 p.m.

Friday: Lee 10:00 a.m. - 2:00 p.m.

ACCOUNTANT MELINDA PITTMAN, PT

Melinda works 12-15 hours per week and is responsible for keeping the financial records of the organization up to Generally Acceptable Accounting Standards, reconciling accounts and preparing for the annual audit. melinda@mazamas.org

CAPITAL CAMPAIGN ASSISTANT LEE DAVIS, PT – Lee supports the campaign by meeting the administrative needs of the capital campaign co-chairs, task forces and executive director. He maintains donor databases, compiles information and reports, responds to donors and plans events. Lee works from home on Mondays and Tuesdays and intermittently when at the office.

LODGE MANAGERS DAE AND CLIF TODD

Dae and Clif live at and manage the Mazama Lodge at Government Camp making it a welcoming environment for Mazama members and other groups that may be granted use of the lodge. Lodge hours are noon Friday through noon Monday. Their office hours are all day Friday through Monday. Reservations may be made by emailing them at lodge@mazamas.org.