

JOB DESCRIPTIONS (Duties and Responsibilities) INTRODUCTION

The Texas State Organization of the Delta Kappa Gamma Society International has the potential for three (3) positions that are considered as office staff and two (2) positions that are contractual. Each position will be dedicated to the Purposes and Mission of the Society in all contacts with members and the public. All employees shall work together to facilitate building morale and harmonious teamwork. They are expected to demonstrate leadership and professionalism that results in the smooth operation of the Texas State Organization and the Headquarters facility.

Loyalty, cooperation, and confidentiality with fellow workers, members of the Society and its officers, and committees are essential to the success of Headquarters and the organization. Discussions and decisions at Headquarters will be held in strict confidence by all employees.

Employees shall prepare reports and keep records as requested. Each shall prepare a written report, including suggestions, and financial reports to the State President and/or the appropriate committee as requested.

Each employee is a representative of the Organization and must use good business procedures and practices that promote a positive reputation for the Texas State Organization in the business world.

ROLE OF EMPLOYEES ASSIGNED TO COMMITTEES

An employee may be a fully participating, non-voting member of committees as assigned. The employee will serve in the following roles: Resource person, advisor, expert, facilitator, and guide.

Duties and responsibilities assigned to the employee while serving on a committee must be approved by the Personnel Chair and the State President.

DUTIES AND RESPONSIBILITIES COMMON TO ALL EMPLOYEES

Participate effectively and actively with other employees by sharing assistance, offering ideas, sharing information, and developing projects.

In all assigned duties and responsibilities, demonstrate the ability to pay attention to detail and be task oriented.

Facilitate the business of the organization by promptly processing mail and responding to members by both telephone and email.

Those working in the TSO Headquarters office shall be present during office hours unless otherwise specified contractually. The state president shall be notified if no one will be in the office during office hours on a scheduled workday.

Be available as a consultant to the State President, State Committees, and Area Coordinators as well as Chapter Presidents and Treasurers, and ASTEF.

Serve on committees (ex-officio, non-voting member), as assigned by the Executive Committee or the State President.

Provide services to chapters as related to area of responsibility.

Represent and/or present for the Texas State Organization at workshops, conferences, conventions and other meetings when assigned by the State President.

Participate, if requested, in the orientation of new employees in cooperation with the State President and the Personnel Committee Chair.

Fulfill duties outlined in individual job descriptions or as requested by the State President.

EDITOR/PHOTOGRAPHER

Job Description

The Editor/Photographer is responsible for the production and distribution of the *Lone Star News*, the official newspaper of the Texas State Organization of the Delta Kappa Gamma Society International. The position is part-time and requires some weekend responsibilities. Because it is classified as a telecommuter and compensated with a salary, it is exempt from overtime pay. Health insurance coverage is *not* provided. The person serving in the position must present a positive public image and have a sincere desire to serve the Society.

Desired Qualifications

- Has maintained active membership in the Society for a minimum of five years and is currently a member of the Society.
- Demonstrates an understanding and appreciation for the traditions and magnitude of Texas State Organization and its programs.
- Possesses outstanding verbal and written communication skills.
- Demonstrates success in leadership situations.
- Relates effectively with diverse membership of the Society.
- Uses and manages technology in an efficient and productive manner.
- Pays attention to details and is task oriented.
- Is a self-motivated individual.
- Ability to work collaboratively with all staff, organization leaders, members and community
- Possesses a work history and style that includes consistency in meeting deadlines.
- Demonstrates a strong commitment to the position.

Duties and Responsibilities

- Publish and distribute the four issues of the *Lone Star News* each year
- Receive, compile, write, and process articles for use in each issue; edit and proofread same; write and correct headlines
- Submit draft copy of the *Lone Star News* to the State President for critique and review upon completion of rough copy and prior to sending to proofreaders
- Seek input from the State President concerning news items and photos to be printed and deadlines to be observed
- Prepare a color copy of the newsletter and send to the Webmaster for posting on the Texas State Organization website

Convention Responsibilities

- Take pictures and write notes for use in the *Lone Star News* as directed by the State President
- Conduct or assist with workshops if requested to do so
- Place convention pictures on the state website for all members to view and download, as needed
- Assist in any manner, as requested by the State President

International Conventions

- Take pictures and write notes for use in the *Lone Star News*
- Conduct or assist with workshops if requested to do so
- Assist in any manner, as requested by the State President
- Place pictures on the state website for all members to view and download as needed

Regional Area Workshop Responsibilities

- Assist in any manner, as requested by the Area Coordinator or the State President
- Expenses incurred will be the responsibility of the Area if the request is made by the Area Coordinator unless it is the Editor's own area

Other Texas State Organization Responsibilities

- Serve as an ex-officio member of the Communications Committee
- Attend chartering of new chapters and take pictures
- Record and maintain files of all financial transactions for audit purposes with copy of bills going to TSO Executive Administrator (Secretary/Treasurer)
- Maintain and keep in good repair all state equipment as authorized by the Executive Board
- Additional information is found under Publications