

Structure of Sunday Assembly San Diego

Goals of Structure

1. Transparency
2. Collaboration
3. Organization
4. Security
5. Commitment to excellence
6. Accountability

Strategies for Achieving Goals

1. Allow open participation and attendance to all committee meetings.
2. Allow public review of all committee documents excluding legally protected records.
3. Yearly audits by an outside agency of all documents on file to keep in compliance with non-profit law.
4. Consistent documentation of all meetings and filing important documents in an accessible database by current board members and administration.
5. Clear chain of command and supervision.
6. One policy manual that incorporates all aspects of SA San Diego.
7. Recruit talent, volunteers, and programming help from a variety of different sources.

Volunteer Plus vs. Volunteer

Volunteer Plus requirements:

1. Attend Assemblies on a regular basis
2. Meet criteria for position
3. Report directly to the respective chairperson
4. Possess a record of positive collaboration and respectful interactions
5. Represent Sunday Assembly's mission and values
6. Attend all necessary trainings

Volunteer requirements:

1. Agree to time commitment for position
2. Meet criteria for position

Descriptions of Positions

Board of Directors

<ul style="list-style-type: none"> ○ Board Chair (1) <ul style="list-style-type: none"> ○ Conduct board meetings ○ Position can be filled by all other than executive director ○ Does not get vote, except for tie breaker ○ Meet the criteria of board member ○ Excuse absences of board members at meetings for special circumstances 	Volunteer	Steven
<ul style="list-style-type: none"> ○ Board Members <ul style="list-style-type: none"> ○ Be a voting member. ○ Member of at minimum one committee, no more than two. ○ Volunteer hour commitment of 10 hours a month. ○ Regular assembly attendance ○ Voted in by voting members and current board ○ Possess a record of positive collaboration and respectful interactions ○ Attend each board meeting barring emergencies or special circumstances. 	Volunteer	Neil Chloe Sandra Nick Brendan Steven Leah Laura
<ul style="list-style-type: none"> ○ Chair of membership <ul style="list-style-type: none"> ○ Conduct the annual membership meetings ○ Monitor members' contributions ○ Prepare all materials for membership meetings ○ Answer any questions from members about Sunday Assembly San Diego 	Volunteer	Neil
<ul style="list-style-type: none"> ○ Secretary <ul style="list-style-type: none"> ○ Three weeks before board meeting, send out reminder email for board meeting, requesting updates for board meeting agenda from programs and committees. ○ Prepare agenda for all board meetings and send out to board members two weeks previous. ○ Maintain all board meeting audio recordings and make them available online for board members. ○ Prepare minutes of the board meetings and send out to board members ○ Send out information packets on candidates ○ Schedule Board meetings 	Volunteer	Laura

Administration: Officers

<ul style="list-style-type: none"> ○ Executive Director (1) <ul style="list-style-type: none"> ○ Monitor actions taken by programs and committees and ensure they are completing their goals and projects. ○ Monitor all actions taken on behalf of the administrative officers. ○ Monthly newsletters to the Board of items of interest ○ In compliance with Sunday Assembly and up to date on all changes and updates. ○ Signing officer ○ Board member (optional) ○ Oversee and prepare yearly report on programs' functioning 	Volunteer Plus	Neil
<ul style="list-style-type: none"> ○ Treasurer (1) <ul style="list-style-type: none"> ○ Maintain bank account ○ Financial transaction oversight ○ Develop budget and monitor financial trends ○ Keep board regularly updated 	Volunteer Plus	Laura

<ul style="list-style-type: none"> ○ Oversee development and observation of organization's financial policies ○ Board member (optional) ○ Fill Executive Director role if Executive Director unable to serve ○ A signatory for bank deposit purposes only ○ Head of the Finance Committee 		
<ul style="list-style-type: none"> ○ Secretary (1) <ul style="list-style-type: none"> ○ Maintain and file records ○ Keep notes ○ Custodian of records ○ Ensure by-laws are up to date ○ Signing officer ○ Board member (optional) 	Volunteer Plus	Brendan
<ul style="list-style-type: none"> ○ HR/Volunteer Director (1) <ul style="list-style-type: none"> ○ Recruit volunteers ○ HR Legal non-profit representative ○ Assess volunteer strengths and match them with volunteer opportunities ○ Board member (optional) ○ Coordinate Volunteer Plus and volunteer training and ensure all training up to date ○ Maintain Volunteer Plus and volunteer records 	Volunteer Plus	Chloe

Committees

Programming

○ Programming Director	Volunteer Plus	Laura
○ Assistant Director	Volunteer Plus	
○ Stage manager	Volunteer Plus	Neil
○ MC	Volunteer Plus	
○ Security (2)	Volunteer	
○ Audio technician – audio setup	Volunteer	Paul
○ Video technician – video setup	Volunteer	Paul
○ Videographer	Volunteer	Nick
○ Photographer	Volunteer	
○ Music Director	Volunteer Plus	Paul
○ Choir	Volunteer	InChoir
○ Band	Volunteer	
○ Song Leaders	Volunteer	Paul
○ Slideshow creator	Volunteer	Chloe
○ Committee members		Paul Neil Chloe

Public Relations & Communications

<ul style="list-style-type: none"> ○ PR Director <ul style="list-style-type: none"> ○ Updates social media 	Volunteer Plus	Sandra
○ Graphic design	Volunteer	
○ Website design/ upkeep	Volunteer Plus	Sandra
○ Press release writer	Volunteer	Leah
○ Advertising	Volunteer Plus	
○ Special Events coordinator	Volunteer Plus	
○ Committee members	Volunteer	

Finance and Fundraising

○ Finance committee director ○ Acting Treasurer	Volunteer Plus	Laura
○ Fundraising director	Volunteer Plus	
○ Committee members	Volunteer	Leah Steven Brendan Neil

Programs

Hospitality: Mission: To facilitate a warm and welcoming environment for all Assemblers. To provide quality and healthy food and assist with the logistical operations of the Assembly.

- Hospitality Director	Volunteer Plus	Brendan
- Hospitality Assistant Director	Volunteer Plus	Brigitte
- Snack table host	Volunteer	
- Door greeter/Usher	Volunteer	
- Welcome Table host/Usher	Volunteer	
- Hall greeter /Usher	Volunteer	
- Information station- feedback cards, collecting and disseminating	Volunteer	

Kids: Mission: To provide a quality, engaging kids program that seeks to educate youth ages 0-12.

- Kids Director	Volunteer Plus	Nick Amanda
- Kids Assistant Director	Volunteer Plus	
- Lead Teacher (2)	Volunteers	
- Room Assistant (2)	Volunteers	
- Kids Programming Team	Volunteers	

Pastoral Care: Mission: The Pastoral Care Team seeks to provide quality humanistic counseling and emotional and physical aid to the Sunday Assembly San Diego (SASD) congregation. These services include, but are not limited to, chaplaincy, referrals to outside agencies, assistance with particular physical needs, and support groups for difficult life stages.

○ Pastoral Care Director (1)	Volunteer Plus	Chloe
○ Chaplaincy council (5)	Volunteer Plus	Laura Chloe
○ Chaplain (5)	Volunteer Plus	
○ Celebrants (5)	Volunteer Plus	Chloe Laura Steven
○ Helping Hands Team (6)	Volunteers	
○ Referral Team (6)	Volunteers	
○ Community groups	Volunteers	

Outreach: Mission: To engage and serve San Diego by meeting the needs of the community.

○ Outreach Coordinator ○ Ensures service table is staffed for Assemblies ○ Coordinates outreach projects and events for Sunday Assembly	Volunteer Plus	Chloe
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○ Outreach Volunteers	Volunteer	Nick Stephanie
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SMOUPS: Mission: Connect people to the activities and events that interest them.

○ SMOUPS Director ○	Volunteer Plus	Amanda
○ SMOUP Hosts	Volunteer	

Election Timeline

October

1. Administration candidates submit their applications by October 1st
2. Separate nomination meeting in October
 - a. Board
3. Existing board decides who to put on ballot.

December

1. Two weeks' notice for members' annual meeting
2. Annual members meeting
 - a. The members vote in new board
 - b. New board is given info on administrative candidate's for admin and directed to online ballot
 - b.i. Admin nominees cannot vote for elected positions they applied for
3. 1 week later
 - a. New board votes counted for administrative candidates and results are sent to members and winning candidates.