

AS1 Roles by Responsibilities Matrix

Positions under Review

Positions under Review					Supporting Parties				
Categories	Chairs	Registrar	Housing Coordinator	Children's Program Coordinator	Treasurer	Financial Aid Committee	Executive Committee	Governing Council	Island
Role Structure									
Selection	Elected by Governing Council at on-island meeting two years prior to conference they will chair.	Elected by Governing council.... 12 months before prior Registrar's final term ends. Renewal at beginning of last year of first term.	Elected by Governing council 12 months before prior HC's final term ends. Renewal at beginning of last year of first term.	Elected by Governing council.... 12 months before prior CPC's final term ends. Renewal at beginning of last year of first term.	Elected by Governing council. 12 months before prior Treasurer's final term ends. Renewal at beginning of last year of first term.	N/A	N/A	Elect all 5 positions	n/a
Terms	2 year commitment: Year 1 – chair conference Year 2 – support new chairs Maximum 1 "term"	3-year term Maximum 2 consecutive terms Train successor in last year of final term. If no successor can be found, the Executive Committee will appoint an interim Registrar, who may be the incumbent.	3-year term Maximum 2 consecutive terms Train successor in last year of final term. If no successor can be found, the Executive Committee will appoint an interim HC, who may be the incumbent.	3-year term Maximum 2 consecutive terms Train successor in last year of final term. If no successor can be found, the Executive Committee will appoint an interim CPC, who may be the incumbent.	3-year term Maximum 2 consecutive terms. Train successor in last year of final term. If no successor can be found, the Executive Committee will appoint an interim Treasurer, who may be the incumbent.	N/A	N/A	Seis Terms	n/a
Performance review	None	Informal feedback from Executive Committee prior to renewal.	Informal feedback from Executive Committee prior to renewal.	Informal feedback from Executive Committee prior to renewal.	Informal feedback from Executive Committee prior to renewal.	N/A	None	If needed	n/a
Admissions									
Admissions	Set conference size (number of admissions) , within SIC limits, in consultation with Registrar. Responsible for selecting applicants for admission, following admissions policy. Select applicants from waitlist to fill cancellations in consultation with the Registrar and HC who provide options to fill empty beds.	Coordinates with Island Registrar on capacity and target registration. Reviews admission policies with Chairs and advises on process. Discusses conference capacity and conference size preferences with Chairs. Sends registration spreadsheets to Chairs; provides historical attendance data to chairs on request. Creates and maintains waitlist. Keeps SIC database up to date.	Works with Registrar to provide options to Chairs when Chairs are admitting from waitlist.	Reviews teaching assignments with the Chairs in February, so staff applications to the conference week can be accepted. ¹ When there are positions yet to be filled, the CPC reviews with Chairs and communicates with the Registrar as assignments are made.	Receives notification of cancellations from Registrar and issues refunds.	None	Resolves disputes or refers to H&R Committee.	Makes Policy	Provides sleeping capacity and SIC's target registration to Registrar. (The number actually admitted is determined by the Chairs in consultation with the Registrar and HC.) Receives notification of cancellations

¹ Is there a policy about the children's' staff family members who are guaranteed admission? If a staff member has an extended family on his/her application, must the Chairs admit all of them?

	The CPC will consult with the Chairs on Children's Program staff selections, but has final authority and those selected will be admitted in the first round. When late appointments must be made, those individuals will be placed at the top of the waitlist. Chairs select 15 for admission from pool of on-time application submissions. This is Current Policy	Sends registration updates to Chairs, HC, CPC, Island Registrar (refunds), and Treasurer (refunds). Communicates deadlines to potential conferees & registrants. Reporting: Produces conferee contact list for Chairs; prepares final registration reports for EC and Island Registrar.							from Registrar and issues refunds.
Categories	Chairs	Registrar	Housing Coordinator	Children's Program Coordinator	Treasurer	Financial Aid Committee	Executive Committee	Governing Council	Island
Financial									
Financial Aid	None	Gets budget from Treasurer. Collects and acknowledges financial aid applications. Sends requests spreadsheet to Financial Aid Committee. Notifies applicants.??	None	None	Provides budget to Financial Aid committee.	Requests budget for financial aid. Determines financial aid for applicants	Reviews budget and recommends to GC.	Approves financial aid budget.	(SIC has own program.)
Budgets/Trea	Get programming budget from Treasurer. Request Treasurer approval of additional items.	None	Submits children's staff housing assignments to Treasurer to determine room and board cost to the conference.	Requests budget from Treasurer for Children's Program. Requests Treasurer approval of any new budget items. Communicates budget to children's staff. Collects receipts for classroom expenses and submits to Treasurer for reimbursement Responds to questions from Treasurer about Children's Program portion of hotel bill	Develops yearly budget. Provides budget for speakers, conference activities and children's staff . Responds to budget requests. Provides budgets to Chairs, CPC and Financial Aid. Record fund raising totals	Requests budget for financial aid.	Reviews budget and recommends to GC.	Approves annual budget.	None
Programming									

Content	Establish vision for week and set week's theme. Create programs and schedules. If desired, share theme and curriculum ideas with CPC.	None	None	Communicates with children's staff about assignments, budget, curriculum ideas, and lesson plans. Coordinates scheduled activities and field trips Conducts Parent/Child Orientation Accommodates suggestions from Chairs on curriculum related to conference theme as appropriate and feasible.	None	None	None	None	N/A
Staffing & Supervision	Select speaker. Make volunteer assignments related to conference programming. May make staff suggestions to CPC.	None	None	Selects children's staff based on ability and qualifications and not need for financial assistance with input from Chairs before deadline, so applications can be accepted. Has ultimate authority for staff selection. (Late staff appointments placed at top of waitlist.) Conducts Children's Staff Meeting on Island. Provides support and serves as a resource for teachers, parents, and children. May refer on-island problems to H&R Committee or Trouble Shooters. Solicit feedback from parents on children's staff and programming and share with teachers and brief EC with focus on concerns	Reimburses staff for expenses.	None	Resolves disputes or refers to H&R Committee.	Makes policy	N/A
Logistics	Coordinate with Island staff on space use, food events, equipment transportation, AV needs, etc.	Serves as EC member; manages EC and Governing Council listservs.		Coordinates with Island staff on space use, playground maintenance, lifeguards, row boats, juice, lunches for field trips, towels, equipment, storage, visits to Vaughn and Marine Lab, etc.					
Housing	Selects Speaker's and Chair's housing and communicates to HC. Gives list of admitted applicants to HC for assignment to rooms; reviews remaining rooms/beds with HC and provides second round admission options to Chairs; same process with cancellations. Overnight guests: Creates and maintains overnight guest list; updates SIC database; reviews overnight guest list with Chairs, if requested, and with Housing	Places conferees and overnight guests in housing, with attention to medical needs, mobility, roommate requests, specific room requests, requests for adjacencies with other conferees, ages of children, etc. Consults with CPC on placement of children and their parents. Submits room assignments to Island Registrar in June.	Consults with HC on placement of children and their parents.	Receives children's staff housing assignments from HC to determine room and board cost to the conference.	None	None	None	None	Makes assignments to Star Loft and communicates to HC.

		Coordinator to assign beds.	Gives room assignments to volunteers assigned to make room tags.							
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