



SOCIETY FOR INTERNATIONAL AFFAIRS

## **ROLES & RESPONSIBILITIES BOARD OF DIRECTORS, BUSINESS MANAGER AND ADVISORS**

### **MISSION STATEMENT**

To educate the international trade community by providing a forum for the exchange of information on the export and import process.

### **BACKGROUND & PURPOSE**

The Society for International Affairs, Inc. (SIA) is a volunteer, non-profit, educational organization that was jointly formed in 1967 by US Government and Industry. SIA provides a forum for the exchange of information related to export and import licensing. SIA interests cover the entire spectrum of export and import licensing issues pertaining to the Departments of Commerce, Defense, State, Justice, Treasury, Homeland Security and others, as appropriate.

### **ACTIVITIES**

Conferences are presented on a regular basis to educate and instruct the international trade community on all aspects of defense and commercial exports and technology transfers. Business luncheon meetings, Webinars and/or Teleconferences are held periodically and feature guest speakers who address regulatory and policy issues affecting exporting and importing. Workshops are included with luncheons whenever possible to address topics or issues in greater depth to foster discussion or focus.

### **MEMBERSHIP**

Membership is comprised of individuals from Industry, US Government, Academia and Foreign Embassies. SIA maintains three (3) Categories of Membership, which are outlined in the organization's Bylaws. The categories consist of Industry, Student and Government.

## BOARD OF DIRECTORS

SIA has a Board of Directors elected from the Membership. The Board manages and controls the property, business, and affairs of the Society. A list and contact information for the current Board of Directors can be found in Annex A. The Board of Director positions include the following:

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The Board of Directors also employs the service of a Business Manager to assist in the day-to-day operations of the organization. Many tasks performed by the Board of Directors are delegated to the Business Manager to enhance SIA’s efficiency and effectiveness.

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## **President**

### ***Position Description***

The President is the Society's Chief Executive and Administrative officer. The President has day-to-day management of all facets of the organization, subject to the supervision, direction and control of the Board.

### ***Tasks***

1. Act as liaison with DDTC, BIS, DTSA, and other Senior Government Representatives to promote SIA's interests in coordination with cognizant Board members
2. Represent SIA as needed at various functions
3. Provide oversight at all SIA hosted events
4. Manage SIA Board and facilitate Board Meetings to include timely completion of Directorate tasks
5. Convene Nominating Committee in January of each election year.
6. Assign the management of all non-educational events (i.e., Holiday Party, Off-Site, Golf Tournament, and Volunteer Luncheon) equitably among the Board members
7. Appoint Task Forces where needed for the creation or revision of the Society's publications or for other tasks as the President and the Board shall see fit
8. Manage the recruitment, development and maintenance of volunteers for all SIA events
9. Develop successor planning for future Board of Directors
10. Perform other functions as needed to fulfill the goals and objectives of SIA, as the Board may direct.

## Vice President

### *Position Description*

The Vice President serves as the acting President whenever the sitting President is unable to fulfill the prescribed duties of the office. The Vice President succeeds to the office of President in the event said office is vacant and serves out the remainder of the vacated term.

### *Tasks*

1. Maintain and update the articles of incorporation, the by-laws, and strategic plan
2. Review and approve contractual agreements, as required, and insurance policies
3. Act as the main focal point with the appointed legal representative
4. In conjunction with the Secretary/Treasurer, prepare, maintain and submit SIA's State corporation documents
5. In coordination with the Business Manager, provide written permission and guidance to SIA Members about obtaining copyright licenses of SIA publications
6. Serve as chair of the Policy Committee<sup>1</sup>
7. Serve as Board Liaison for International Conference Committee, as required.
8. In conjunction with the President, liaise with DDTC, BIS, DTSA, and other Senior Government Representatives to promote SIA's interests.
9. Represent SIA and provide oversight, as needed, at SIA hosted functions
10. Assist in the recruitment, development and maintenance of volunteers for all SIA events
11. Perform other functions as needed to fulfill the goals and objectives of SIA, as the Board may direct.

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<sup>1</sup> The Policy Committee shall be comprised of two non-officer members of the Board or one non-officer and the President and shall be chaired by the Vice-President.

<sup>3</sup> Reference By-Laws Section 5.03

## Secretary/Treasurer

### *Position Description*

The Secretary/Treasurer serves as the Chief Financial Officer for the Society. The office of the Secretary/Treasurer is charged with, has custody of and is responsible for all financial matters, subject to the supervision, control and direction of the President and the Board.

### *Tasks*

1. Maintenance, receipt, and reconciliation of the Society's funds financial accounts
2. Maintenance of Society's investments, to include keeping with the regulations that govern SIA's 501(c)(3) status
3. Maintenance, reconciliation and payment of Society's American Express and other vendor accounts
4. Preparation and provision of all financial information to the Society's tax preparer
5. Sign off on all completed W-9's, Request for Taxpayer and Identification Number and Certifications upon receipt
6. Preparation and maintenance of the Society's annual budget; maintain a statistical archive of all final conference budgets
7. Serve as chair of the Finance Committee<sup>2</sup>
8. In conjunction with the Vice President, prepare, maintain and submit SIA's State corporation documents
9. Oversee the employment of SIA's Business Manager
10. The Secretary/Treasurer is responsible for:
  - a. Meeting notices, minutes and announcements
  - b. The SIA seal
  - c. Robert's Rules of Order
11. Provide new Board members with a copy of Robert's Rules of Order at first Board meeting after elections
12. Maintain and update SIA's tax free status and submit necessary paperwork in the jurisdiction in which SIA conducts business to ensure proper recognition of SIA's tax-exempt status
13. Perform other functions as needed to fulfill the goals and objectives of SIA, as directed by the Board.

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<sup>2</sup> The Finance Committee shall be comprised of two non-officer members of the Board or one non-officer and the President and shall be chaired by the Treasurer.

## **Communications Director**

### ***Position Responsibilities***

The Communications Director must have served at least one prior term on the Board of Directors and is responsible for managing SIA's public messages and information streams to members and the interested public. This includes management of SIA's social media accounts, e.g., Facebook, Twitter, Instagram, LinkedIn, as well as coordinating the drafting and delivery of regular newsletters. Communications should be designed to keep the public informed of SIA's activities, maintain and reinforce SIA's role in the industry, and serve as a source for information concerning trade licensing and compliance. The Director is also responsible for the proper functioning of the SIA website as well as any new changes, modules or features. The Communications Director will respond to media and outside inquiries in coordination with the President and the Board.

### ***Tasks***

1. Publish or coordinate the publication of relevant information to the SIA social media accounts on a regular basis, including: announcements of upcoming conferences, workshops and other activities, such as posting of scholarship applications and Board nomination forms to ensure that members and the general public are kept informed concerning SIA's activities and to ensure SIA maintains an image of currency and relevance.
2. Keep the membership informed of upcoming events and announcements via frequent website updates and e-mail newsletters (publish newsletter on at least a quarterly basis). Provide these updates or notifications to Business Manager who will post on the website.
3. Develop and maintain/update policies and processes specific to Communications Director, i.e., instructions for accessing SIA website "backend", instructions for performing online publication changes; instructions for managing and communicating limited-time access to certain web-based tools on existing SIA website, social media log in information.
4. Support acquisition and implementation of technology to support the business operations of SIA.
5. Manage and oversee website improvements in coordination with vendor.
6. Work with vendor to resolve any technical issues and to troubleshoot website malfunctions.
7. Serve as SIA photographer
8. Perform other functions as needed to fulfill the goals and objectives of SIA, as the Board may direct.

## **Planning & Education Directorate**

### ***Position Description***

The Planning & Education Directorate is responsible for coordinating all activities pertaining to the planning and execution of the Society's educational efforts to include conferences, workshops and speakers at business luncheons. It is also responsible for exploring new opportunities for SIA's continuing education of the exporting community, planning and developing a biannual curriculum. The Directorate will be comprised of five Board Members of the Society. The Directorate will officially convene meetings on a no less than quarterly basis.

### ***Tasks***

1. Continue to develop a training curriculum (to include conferences, workshops, task forces and publications) that is responsive to the needs of the membership
2. Oversee and manage conference committees and task forces
3. Support the President in arranging and attending meetings with U.S. Government agencies to discuss future conference plans and their participation
4. Actively enlist new and returning volunteers including out-of-town volunteers
5. Develop and maintain/update policies and processes specific to P&E responsibilities.
6. Survey membership periodically, as required
7. Support acquisition and implementation of technology to support the business operations of SIA.
8. Perform other functions as needed to fulfill the goals and objectives of SIA
9. Establish special website access privileges for Committee and Task Force members. Ensure the appropriate Conference, Workshop & Task Force materials are posted to the website and available to the volunteers, as required. Work with Business Manager to post same and grant access.

## **Business Manager**

### ***Position Description***

This individual will provide administrative support to the Board and various SIA activities, as identified and directed by the Board.

The Business Manager is chartered with the responsibility of all business, membership and operational functions of the Society for International Affairs. This function will create and maintain the Society's external relationships with its vendors and suppliers. In addition, the Business Manager provides support to the Planning & Education Directorate by contracting meeting space for workshops/luncheons and adequate venues for the conduct of the Society's educational conferences.

### ***Delegated Tasks***

#### **President:**

1. Responsible for providing Welcome Kits to USG Agencies
2. Support logistics relative to Board of Directors Offsite
3. Send out notices for monthly Board of Director meetings to all Directors
4. Support other functions/assignments from the President

#### **Vice President:**

1. Assist the activities of the Vice President including the development and maintenance of the annual Strategic Plan, communications with insurance carriers, management of SIA copyright and licensing (e.g., letters to companies requesting to make extra copies of copyrighted SIA documents, collect licensing payment, and maintain license files), and support of other functions/assignments which the Vice President shall assume from time to time (e.g., International Committee, task forces, and other SIA functions).

#### **Secretary/Treasurer:**

1. Completion of all W-9's, request for taxpayer and identification number and certifications, upon receipt, and provide to Secretary/Treasurer for signature
2. Performance of Site Surveys prior to contract signature for conference, business luncheon and workshop hotels
3. Responsible for SIA Mailbox – distribute to respective Directors, and provide expense form for annual box fee
4. Attend regularly scheduled Board meetings, take minutes, record and track action items. Provide copy of minutes to Board members for review/comment. Provide Corporate minutes to Secretary/Treasurer for voting/signature at next Board meeting.
5. Prepare Draft Agenda for monthly Board meetings and distribute to Board members for review/comment
6. Responsible for the ordering, sale, and distribution/shipping of publications



7. Maintain sufficient supply of SIA stationery and related paper supplies for Board members and Conference Directors
8. Responsible for preparing SIA Bank Deposit Forms, making Deposits, and providing SIA Accountant with the list of monthly deposits by SIA Account number
9. Maintain statistical archive on luncheon and conference locations, contracts, host company, speakers, number of attendees, and costs
10. Maintain an archive of all the Society's contracts, records, meeting minutes, etc. in accordance with the Document Retention Policy.
11. Maintain copies of conference and workshop materials (including handouts, bios, hotel contracts, critique summaries & conference/workshop brochures) in accordance with the Document Retention Policy.
12. Review AMEX bill and provide expense forms for all Shipping and Vendor charges. Write appropriate SIA Account number for each AMEX charge on AMEX Bill.
13. Responsible for coordinating with the Secretary/Treasurer to ensure payment of bills for conference materials purchased, printing of publications, and ordering of supplies.
14. Responsible for downloading monthly Merchant Account Reports, adding the appropriate SIA Account number for each sale/credit.
15. Provide necessary information to the SIA Accountant for monthly reports and financial reviews/audits
16. Work with Helms Briscoe or equivalent in selecting hotels nationwide and negotiating contracts for conferences
17. Select hotels for business luncheon meetings and workshops including negotiating contracts, selecting menus, and determining A/V requirements
18. Responsible for ordering and maintaining inventory of all necessary Society supplies such as signage, speaker gifts, critique gifts, merchandise for sales, conference materials (e.g. boat totes, binders, pens, lanyards, etc.)
19. Responsible for ordering gifts for members retiring, funerals, and special occasions
20. Maintain SIA membership database
21. Responsible for e-mailing welcome packets to new/renewed members
22. Maintain and update USG contact list and provide contact list to conference publications chairman for inclusion in each conference binder
23. Perform cancellations, where required, to electronic registrants for SIA functions
24. Support other functions/assignments from the Secretary/Treasurer.

**Communications Director**

1. Assist with coordination of SIA's social media accounts.
2. Assist with publication of website updates and newsletters.
3. Assist with updates and improvements to website and resolving website technical issues and malfunctions.

**Planning & Education:**

1. Assist the Board with conference coordination duties, including teleconferences and webinars.
2. Responsible for obtaining the required materials for all conference and luncheon/workshop locations (e.g. signage, supplies, publications, etc.)
3. Support and attend all conferences, workshops & luncheons.

4. Responsible for sales of publications at all conferences.
5. Maintain Committee, speaker and volunteer lists.
6. Support SIA Website as assigned (web updates, etc).
7. Serve as the primary POC for all inquiries, such as general questions about the association, membership, conferences, etc. Refer all other calls to the appropriate Board member for resolution.
8. Upload Event announcements and News to the website.
9. Generate Newsletter Announcements and send to all Active Members.
10. Support other functions/assignments from the Planning & Education.

**Various:**

11. Assist with Holiday Party, golf tournaments, retirement ceremonies, and other special events as assigned
12. Create and Maintain a manual for documenting procedures and processes for performing tasks assigned to Business Manager in the Statement of Work (Business Manager's "Procedures Manual")

**TYPES OF TASKS ELIGIBLE TO BE ASSIGNED TO A SUBCONTRACTOR**

13. Shipment of publication orders
14. Input memberships received via mail, mail welcome packets, and maintenance of membership list (contact expired members for status)
15. Special projects that Business Manager may need assistance with:
  - a. Registration badging
  - b. Inventory at storage
  - c. File folder labeling for the following calendar year records.
16. Administrative Tasks such as typing, filing, mailings, shipments, answering phones, scanning, etc.
17. Other duties, as assigned, following Board approval.

## **Advisors**

### ***Position Description***

An advisor is any past president from the Board of Directors of the Society for International Affairs who is not currently serving on the Board in any capacity. Advisors provide counsel and perform such functions as the current president and Board may request. Due to their prior operational and practical experience, they attend and offer insight at the SIA Annual Offsite Meeting. In order to maintain “Active” status, Advisors must agree to be bound by the terms of SIA’s Policies & Procedures, sign the Conflict of Interest/Confidentiality statement annually and strive to participate in at least one SIA activity per year.

### ***Tasks***

1. Serve on the SIA Board Election Nominating Committee and monitor elections
2. Chair the SIA Scholarship Selection Committee to review applications submitted and recommend recipients for the annual scholarship awards
3. Chair and convene the Ethics Advisory Committee to serve as an independent review of potential ethics concerns submitted by the Board
4. Participate in the development of SIA course curriculum as requested
5. Participate in SIA events and provide support as requested
6. When requested, act as SIA liaison for Workshops, Task Forces, and the development or enhancement of publications
7. When requested, participate on various committees to address issues and provide guidance to the Board on topics of concern for the Society
8. Assist with new volunteer recruitment and mentoring as requested
9. Serve as SIA Historians
10. Support Conferences, Workshops and Luncheons as requested

**Annex A****2016 – 2018 Term  
Board of Directors and Business Manager**

<b>Position</b>	<b>Name</b>	<b>Company</b>
President	Jennifer K. Weinel	Northrop Grumman Corporation
Vice President	Jeremy Huffman	Huffman Riley PLLC
Secretary / Treasurer	Marc Binder	ITC Strategies Inc.
P&E	Tom Donovan	Northrop Grumman Corporation
P&E	Sandra Cross	Huntington Ingalls Industries
P&E	Suzanne Kao	Deloitte Tax LLP
P&E	Jean Singer	JSR Consulting
P&E	Blount Stewart	Raytheon
P&E	Carmella Bowden	
Business Manager	Jill Garrison	SIA

**Annex B  
Advisors**

Term	Name	Status
June 2012-May 2014	Cynthia Keefer	Active
June 2008-May 2012	Barbara Clark	Active
June 2006-May 2008	Joyce Remington	Active
June 2004-May 2006	Gregory Creeser	Active
June 2002-May 2004	Ginger Carney	Active
June 2000-May 2002	Stu Quigg	<i>deceased</i>
June 1996-May 2000	Debi Davis	Active
June 1994-May 1996	Beth Ann Johnson	Active
July 1991-May 1994	Vicki Ralston	Inactive
June 1990 – July 1991	Wendy Jones	Inactive
Unknown (1988-1991?)	Penny Somerset	Inactive
June 1986-May 1988	Ramona B. Hazera	Inactive
June 1983-May 1986	Candace Miller	Inactive