**Veritas Job Descriptions for Board Officers and Standing Committees**

**Board Officers**

President - This officer shall:

* Call and preside at all Board meetings.
* Ensure the fulfillment of the duties listed in the By-Laws, the Policies and Procedures, and Job Description documents.
* Call, if needed, the Executive Committee Officers to plan agenda or to consult.
* Coordinate creation of agenda with Veritas Liaison and ensure that meeting documents are circulated to all Board members at least one week prior to the Board meeting.
* Serve an additional year as Immediate Past President and member of the Executive Committee.
* Write a “Welcome Letter” each term to be printed in the Fall and Spring course catalogs.
* Prepare and distribute in June of each year an Annual Report to all Board members and the President of Bellarmine University, with copies available to the general membership. (optional)
* Serve as chair of the Executive Committee and as *ex officio* member of allcommittees.
* A minimum of four meetings per fiscal year (June 1 to May 31) will be held. Suggested meeting times: August (before Fall term); November/December (after Fall term); January/February (before Spring term); April/May (after Spring term).

Vice President - This officer shall:

* Serve as President in his/her absence.
* Fulfill all requirements to gather candidates to run for election to the Board each spring, to include a short biography and a photograph of each candidate ensure that the election results are provided to the Board.
* Execute any and all specific duties assigned by the President.
* Serve on the Executive Committee.

Secretary – This officer shall:

* Record the minutes of all Board meetings and Executive Committee meetings and forward the minutes to all Board members at least one week prior to the next scheduled Board meeting.
* Send extra copies to the Veritas office and the Archivist, if one has been appointed.
* Serve on the Executive Committee.

Standing Committee Chairperson(s)

Curriculum – The chairperson(s) shall:

* Form a committee to carry out the necessary duties pertaining to Curriculum.
* Initiate or receive proposals for courses or other curriculum offerings each term.
* Evaluate the suitability of proposals, the relevant qualifications of presenters.
* Evaluate the balance and/or variety of the opportunities for choice by the members, in keeping with the areas of study as approved by the Veritas Society. The curriculum should be balanced, as much as possible, in the following areas:
* Americana: U.S. History and governance; political, social and cultural issues
* The World: History, political, social and cultural issues
* Applied Knowledge: Science, technology, health, economics
* Literature: American and world fiction, poetry, essays, drama
* Arts and Entertainment: Performing arts, fine arts, pop art, architecture
* Inner Life: Religion, philosophy, psychology, spirituality.
* Provide assistance in modifying proposals where necessary or requested.
* Coordinate course scheduling and catalog publishing with the Veritas Office.
* Coordinate course requirements concerning technology, available classrooms, and other facilities needed for a class presentation with the Veritas Office and Production Team.
* Take appropriate action for any problems that arise pertaining to courses and Presenters.
* Present proposed courses each term to Veritas Board for approval if/when appropriate, per By-Laws.
* Oversee, or select a Curriculum Chair for, Summer Term offerings.

Special Events – The chairperson(s) shall:

* Promote and execute the following special gatherings of the Veritas Society:
1. Holiday Buffet Luncheon and Entertainment (December)
2. Annual Spring Celebration (April or May)
* Work with the Veritas Office for scheduling events. All events held on the Bellarmine campus must make use of the in-house Bellarmine University suppliers. Promotional materials, invitations, food services, etc. are to be Bellarmine University generated and in consultation with the Veritas Society Liaison.
* Select the Program and menu for special events, including entertainment or speakers.
* Serve as Master of Ceremonies for each event or designate an alternate.
* Ask the President of the Society and a Bellarmine University representative to give remarks at each gathering.
* Select a person to give an invocation or a benediction at each event.
* Consult with Executive Committee for possible nominees for the Bill Stewart Distinguished Service Award and the Outstanding Volunteer Award.

Promotion – The chairperson(s) shall:

* Form a committee to assist the chairperson in his/her duties.
* Schedule a Prospective Member Information Session before registration each fall and spring.
* Distribute information about the Society to senior groups, churches, community centers, and other groups of interest.
* Engage the media and other outlets to promote the lifelong learning opportunities offered by Veritas, thus increasing community awareness of the Society.

Membership– The chairperson(s) shall:

* Form a committee to assist the chairperson in his/her duties.
* Continuously evaluate the value of the Veritas membership and benefits offered
* Seek opportunities to partner with the community for discounted admission and other member benefits
* Plan activities to engage current membership (Trivia Night, Veritas Night at the Basketball Game, etc.)
* Write a “welcome letter” to new Veritas members before the Fall and Spring terms.
* Assist the office by promoting the Buddy System to welcome and shepherd our new members.

Production – The chairperson(s) shall:

* Form a committee to assist the chairperson in his/her duties.
* Provide program Presenters/Organizers with computer and AV assistance with their presentations to classes and other functions.
* Create a schedule of Presenter Assistant assignments for all terms.
* Be familiar with the operation of Bellarmine computers, portable PA systems, and other equipment, as needed for various classrooms on the Bellarmine campus.
* Be familiar with hosting Zoom and hybrid classroom settings.
* Be familiar with the running of PowerPoint presentations, photo slideshows, DVDs, videos, streaming, and other software or hardware, as needed.
* Maintain an inventory of Veritas equipment in storage on campus.
* Call Veritas Office for resupply of batteries, etc., when needed.
* Train volunteers wishing to help the Production Committee.

Field Trips - The chairperson(s) shall:

* Form a committee to assist the chairperson in his/her duties.
* Further enhance learning experiences by tours to sites that provide enjoyment as well as education.
* Plan several trips throughout the year working with the Veritas Office on logistics.
* Keep a folder of specific vendors, phone numbers, and duties in the liaison’s office.

Volunteers – The chairperson(s) shall:

* Form a committee to assist the chairperson in his/her duties.
* Maintain a volunteer list of people wishing to assist in Veritas Society.
* Schedule volunteers to prepare mailings, as needed.
* Schedule volunteers to staff the welcome table at the beginning of both Fall and Spring terms.
* Schedule volunteers, as needed, for other opportunities that arise.

Newsletter – Veritas Voice – The chairperson(s) shall:

* Form a committee to assist in preparation for the newsletter.
* Work with the Veritas Office to create a timeline for each term to establish deadlines and distribution dates.
* Collect or create articles and pictures, review them for format and length, and lay out and finish the newsletter.
* Ensure that the Veritas Voice is produced at least three times each year and distributed at least a week before the catalog.

Lunch and Learn – The chairperson(s) shall:

* Plan and schedule speakers for Friday Lunch and Learn sessions during Fall and Spring Terms and provide the program to the Veritas Office.
* Consult with the Production Committee chair regarding technical support which speakers may require.
* Assign a person to check in the attendees at each Lunch and Learn session and provide a headcount for cafeteria billing for lunches (when needed).

Other Committee Appointment(s)

Archivist – The appointee, serving at the pleasure of the President, and who may be an *ex- officio* Board member without voting privileges, shall:

* Chair the Archives Committee selected by the Archivist and the President.
* Compile and periodically update a history of the Society, using minutes of the Board of Directors and other materials, such as Special Events programs, field trips, newsletters, and other records.
* Record the title, name of presenter or organizer, offered in the Fall, Spring, and Summer terms of each year.
* Maintain a file of Fall, Spring, and Summer Term catalogs of the Veritas Society.
* Maintain a list of Presenters’ courses, to facilitate recognition of those presenters who present ten (10) courses and become recipients of the Betts Meehan Lifetime Membership Award at the appropriate Spring Honors Banquet.

Veritas Liaison:

* Oversee the Veritas Society through coordination of all courses and activities sponsored by the society, which includes course planning, enrollment management, membership interaction, semester evaluation, creating/maintaining reports, and day-to-day operations.
* Serve as a board member on the Veritas Board of Directors, acting as liaison to Bellarmine University, reporting on financials and enrollment, and preparing documents, as needed.
* Maintain a working relationship with Veritas Society Board of Directors’ President.
* Coordinate layout and publishing of Veritas catalog, work with the Curriculum Chair to schedule courses, edit descriptions, and maintain non-course information.
* Work with the committee chairs to assist with logistics, serve ex-officio on all committees
* Handle member needs, including IT assistance, registration questions, and complaints
* Connect the Veritas Society to the University through supporting various initiatives on campus – examples include partnership with the School of Health Professions, establishing an endowed scholarship, supporting Knights Pantry

Revised November 18, 2022