



Officer & Director-At-Large Job Descriptions (2026)

Note: *All Officers & Directors are expected to attend 6 bimonthly meetings of the Board of Directors, which usually last 2 hours each, and are by Zoom. Special meetings are held to handle specific business when needed. Between meetings, there are discussions via Email that sometimes need immediate attention or a vote. Reliable internet connectivity is a must. Branch documents are stored on a dedicated Google Workspace, and can be accessed by any officer or director from any device. A basic knowledge of Google Workspace and Google Drive, or similar programs, is helpful but not necessary. Most outgoing officers are willing to help guide the incoming officer, or they've prepared a set of instructions on how to perform specific tasks.*

The most important assets you can bring are a passion for the mission and a willingness to learn new things. We are a friendly and collegial community and you will be amongst people who share the same enthusiasm for this period of history and king.

Chair:

The Chair leads the meetings of the Board of Directors and the GMM business meeting, and decides the agenda. They make sure the Board is abiding by all the deadlines and goals of the American Branch's Bylaws, and its mission statement.

The Chair is also a member of all committees (Editorial, GMM Planning, Webmaster, Library, Chapters), and they monitor and flag any conflicts or workflow issues. They act as the main contact to the Medieval Academy of America, which manages the Schallek fellowship/awards program, and correspond with the Schallek awardees. The Chair is the only officer who has the authority to sign contracts and bind the American Branch to legal agreements, and this is almost always done after getting the Board's prior approval.

The Chair position is often seen as being the leader or figurehead of the Branch and it is expected that they will act as Master of Ceremonies and host at the Zoom talks, social hours, and GMM – but this is not required. The Chair should be willing to write regularly for the digital newsletter (Ricardian Chronicle) and the News blog on the Branch website. They follow through on updates to the For Members area of the website and support the Branch's promotional efforts.

The Bylaws require the Chair to have at least 3 years' membership in the Branch, and to be knowledgeable about how the Branch and UK Richard III Society function. Aside from this, I think it's important for the Chair to be comfortable with how a small, non-profit organization governs itself and serves the mission statement. Past experience on a board of directors or charity's executive committee, even on an HOA board, is helpful but not necessary. Experience working with volunteers is also very helpful because there are no paid staff in the American Branch. Experience in the grant-making process would be helpful too, but again, not necessary. The most important thing to know is that this is a "working" Board of Directors, rather than merely "consultative", so the Chair - along with other directors and officers - is expected to help with the work needing to be done.

The Chair should be comfortable using the usual tools of business communication and collaboration (e.g., text messaging, email, Zoom, Google Drive, Google Workspace, PowerPoint, Excel, or similar programs). I spend around 5-8 hours per week on my duties, and sometimes (rarely) more than that depending on the situation.

– Susan Troxell

Vice Chair:

The Vice Chair writes up the Agenda for the Board meetings, working with the Chair in doing so. The Vice Chair will lead a Board meeting if the Chair cannot attend; so far, that has never happened. I am also asked to handle occasional special projects; for instance, I coordinated and supervised the sale of Annette Carson's "Richard III Unspun" book to members. I spend around 2-3 hours per week doing my work as Vice Chair and handling special projects.

– Maureen Chelak (acting interim)

Treasurer:

The Treasurer deposits checks to the branch's bank account, pays expenses incurred, and transfers funds as directed by the Board. They respond to our Accountants' requests for bank/Paypal statements, and review the Accountants' tax filings and quarterly financial ledger. The Treasurer submits a brief report to the membership each year.

Because most members pay dues by credit card or Paypal, there are not many checks to deposit in a given month. Expenses are few and routine. On average, I deposit around 10 checks per month, and write 2 checks per month. I pay the UK Richard III Society using the wire transfer feature of our existing bank account (this feature is easy to learn). It's highly recommended that there be a Bank of America branch nearby, to handle anything requiring a personal signature. But aside from that, most of the Treasurer's work can be done online.

I would estimate that I spend around 3 hours per month doing my volunteer work as Treasurer. The accountants at Wojeski & Co are easy to work with and their demands are not onerous. They prepare our annual tax filings and financial statements, and I make sure they are keeping track of all our income and expenses in a timely and accurate manner.

– Deborah Kaback

Membership Chair

The Membership Chair interacts directly with the public and members about membership, making sure any issues with their UK Society and American Branch membership are resolved. This includes providing the standard members-only password as well as re-setting passwords for access to login accounts (typically for membership renewals).

The Membership Chair is responsible for keeping an accurate list of our membership. Each quarter, I am required to send the list to the UK Society's and/or American Branch's distributor for mailing publications to our members. I work closely with my counterpart, the UK Society's Membership Officer.

I also make announcements to members via email blasts using MailerLite. These announcements include notifications for upcoming Zoom talks. I take and track reservations for the Zoom talks and prior to the talk, I send out the Zoom link in an email blast to those who registered.

Most members join and pay dues to the American Branch via our website, which is linked to a Customer Relations Management program (NeonCRM). NeonCRM is a database in spreadsheet format that keeps all our membership data and allows us to take credit card payments. I routinely log into NeonCRM to update the membership list as members join, renew, and/or change their mailing addresses, etc. Aside from credit card payments on the website, members can also pay using PayPal or personal checks. I routinely work with the Treasurer in forwarding checks to be deposited in the Branch's checking account, and I respond to the Accountants' requests for information about incoming dues, donations, and expenses.

I would estimate that I spend 3 hours per week doing my volunteer work as Membership Chair. I would recommend that any candidate for this position have a good comfort level using spreadsheet programs, as well as online email programs like MailerLite (it is not difficult to learn), and are comfortable interacting directly with members, the public, and the UK Society. Good, reliable internet connectivity is a must, as most communications are done online, and sometimes a quick response is expected.

– Wayne Ingalls

Secretary

The Secretary is responsible for writing the minutes of all meetings of the Board of Directors and any other business meetings, such as the GMM. There are usually 6 regular meetings of the Board, plus some extra meetings where specific issues are discussed. The minutes are circulated to the Board for approval, and then they are uploaded to the website under the For Members Only page. I usually use the Agenda as a framework for the minutes.

I have volunteered to write thank you notes and condolences to members and donors, and other correspondence as directed by the Board. I have also volunteered to write an article or two for the digital newsletter of the American Branch (Ricardian Chronicle). I keep track of cash donations made to the American Branch.

I would estimate spending on average around 2 hours per month on my duties as Secretary. I think it's important for the Secretary to be comfortable with using word processing software like Word and Google Docs, and to be able to use a shared Google Drive. If preferred, documents like the minutes can be created and stored on the American Branch's Google Workspace rather than on the Secretary's personal computer.

– Liz Bateman

Director At Large

Directors at Large do not have any specific operational tasks like the Treasurer and Membership Chair, but they are involved in governing the Branch by participating in the decision-making process and overseeing the work of the officers. Their main function is to carefully watch how the Branch is spending its money and make sure it is serving the mission. Attendance at Board meetings is necessary. These directors are also asked to lend a hand to the workload of the Branch, and get involved in any special projects needing help. Reliable internet connectivity is a must, as well as a willingness to get involved. Estimated 5-8 hours per month, attending bimonthly meetings and reading reports, meeting materials, and email threads.

(Approved by Board 3/25/2026; posted to website 3/31/2026.)