AMERICAN
mensa
LTD.

AMC Handbook

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The High IQ Society

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Introduction

By your election or appointment to the American Mensa Committee, you have become a member of the board of directors of American Mensa, Ltd., a not-for-profit corporation of the state of New York with the main office located in Arlington, Texas. A seat on the AMC is a position of privilege, but it is also a position of responsibility. You will have the duties of carrying out the corporation's business, setting its policies and priorities, and determining its financial commitments. Your votes on motions before the AMC are binding on the corporation and, hence, affect every member of American Mensa.

One aspect of American Mensa's governing body (the AMC) is that all officers are directors, and vice versa. This sometimes creates tension, because you have two roles to fulfill. You must carry out the specific functions of your office, and at the same time you are expected to maintain a broader perspective and participate in the determination of policy, based on the long-range best interests of American Mensa as a whole.

In one sense, AMC officers may be thought of as representing a constituency: The Regional Vice Chairmen represent their regions and, for example, the Communications Officer represents Local Group editors. In debating motions before the AMC, it is fitting and proper for an officer to argue the constituency's position; ultimately, however, each AMC member's vote must represent his or her best individual decision for the benefit of Mensa as a whole. To carry out the charges of your office, it will be up to you to attain a national perspective on the society. Regionalism, factionalism, political strong-arming, and logrolling are inappropriate on the AMC.

As an AMC officer, you have a number of support services available to you through the National Office. You also have a number of administrative procedures that you must adhere to. You are likely to be asked questions about the function of the AMC by Mensa members. You are likely to get correspondence requesting information or an action that is outside your sphere of activity or that crosses the responsibilities of more than one office.

The purpose of this handbook is to help ease your transition from that of private member or Local Group officer to member of American Mensa's board of directors. It outlines the general course of an AMC meeting and describes the duties and activities of the offices and some of the national policies in effect. It explains the support services available to you and the administrative procedures you will be asked to follow.

No handbook can cover every contingency. If you need more information about any aspect of your office, don't hesitate to call the AMC Chair or the Executive Director.

AMC Meetings

Placing Items on the Agenda

Because the AMC has only three or four meetings a year, agendas are often quite full, and can mean a lengthy meeting. As the day wears on, people become tired; attention can wane. This makes it important for all agenda items to be prepared thoughtfully, concisely and understandably. An agenda is distributed at least 30 days in advance of the meeting to which it pertains [ASIE 1999-018], so the more clearly the agenda items are stated, the more focused discussions can be before and at a meeting. Clear agenda items lead to more efficient meetings and sounder decisions.

The National Office or the Secretary circulates agenda closing dates for the upcoming meetings to you. You must send your agenda items to the Chairman, Secretary and Executive Director in time for receipt by the closing date. Where possible, agenda items should be in the form of a motion, which needs a second. If the motion itself does not convey its purpose, it should be accompanied by an explanatory paragraph or materials to be circulated with the agenda. A motion placed on the agenda for an AMC meeting must include a statement addressing its anticipated fiscal impact. [ASIE 1993-072]. Explanatory materials must include a description of the costs, the source of funds and a projection of ongoing expenses [ASIE 1982-078]. The Chair or Secretary can help you find a seconder or help draft or edit your motion, especially if you submit the motion well before the deadline.

Discussion items may be placed on an agenda. They should be labeled "for discussion." It is important to explain why this discussion is necessary and what outcome is desired. Most extended discussions should occur in committee meetings or other forums prior to being placed on the agenda in order to best utilize the AMC meeting time. Discussion items, unless they relate to some specific policy matter, will normally be placed toward the end of the agenda or under Good and Welfare. Generally, motions are preferable to discussions, when possible.

Regularly appearing items, such as subcommittee reports, will be placed on the agenda automatically, as will items of old business from a previous meeting. Although it is permissible for motions relating to subcommittee reports to be made at the conclusion of the report, these motions would not appear on the agenda and could not be studied before the meeting. It is therefore recommended that all motions be submitted as separate agenda items. Similarly, any report that sets policy or requires action should be circulated for review before the meeting.

Consent Agenda

Committee reports, minor appointments and other routine and noncontroversial matters are placed in a "consent agenda" early in the agenda. To save time, these are passed with a single vote without discussion. Any AMC member can request that any item be removed from the consent agenda so that it may be discussed, however, it is customary that such a request be made in advance of the meeting and discussed with the mover (or author in the case of a report).

Agenda Modification at the Meeting

One of the first orders of business at the meeting will be agenda modification. Items may be added to the agenda, withdrawn, or moved to a different place at this time. Because the committee functions best when it has had a chance to study and discuss matters before acting on them, the only last-minute additions should be emergencies or items having unquestionable timeliness. Difficult items brought up at the last minute will commonly be postponed until the next meeting.

Regularly Scheduled Meeting Items

Selection of a future meeting site. When feasible, AMC meeting sites are selected one full year in advance. The AMC tries to meet in conjunction with an RG or Local Group gathering when possible to increase its contact with members. The locations of the meetings are normally rotated around the country. While the size of a Local Group (or its potential drawing area) is a consideration in site selection, it is not the determining factor. Other factors include where it might do the most good for the Local Group, to bring in good publicity, or to show the AMC's interest in an area that would benefit by some national attention.

Meeting site selection is also aided by the following advisory guidelines:

- Attendance potential, meeting facilities, host-group qualifications and support by the RVC.
- Invitation from the host group submitted in time to permit selection one year in advance of the meeting.
- Time of last meeting in the region and location of recent meetings.
- Proximity to major airports to reduce time and cost of travel.

Under policy adopted in 1983, the Site Selection Committee chooses AMC meeting sites. If the committee is divided in its recommendation, it may ask the full AMC to make the decision. Ask the National Office for current bid information materials.

Selection of the Annual Gathering Site. Whenever possible, the Annual Gathering site is selected three years in advance at the AMC meeting held at the AG. Bids are based on bid instructions given to interested Local Groups [ASIE

2003-028 and ASIE 2003-030]. You should be familiar with the mandatory bid requirements and the deadlines for submission of bid materials. A copy of the guidelines is in Appendix 11 of the ASIEs, or is available from the National Office.

Selection of the Nominating Committee. The Nominating Committee is confirmed at the first meeting of even-numbered years. Its function is to develop a list of nominees for the election to be held in the spring of the next year. The structure of the NomComm may vary from one election period to the next, according to the views of the current AMC. See the section on elections in the ASIEs for other guidelines.

Neither AMC members nor candidates in the election under consideration may serve on the NomComm [Bylaws VI (1) and (9)]. If two people are spouses or live in the same household, one may not be a member of the NomComm if the other becomes a candidate in the election [ASIE 1981-073].

Selection of the Election Committee. The Election Committee, which is responsible for the conduct of the next election, includes from three to seven members and is chosen at the second meeting of even-numbered years. Neither AMC members nor NomComm members nor candidates nor their spouses may serve on the Election Committee.

Mensa Education & Research Foundation (Mensa Foundation) Shareholders' Meeting. American Mensa, Ltd., has a subsidiary organization referred to as the Mensa Foundation, a separate non-profit corporation. The Foundation is governed by its own board of trustees, who are approved by the AMC. Mensa Foundation's membership consists of the current voting members of the AMC. The AMC Chair represents AMC at Mensa Foundation meetings.

The Mensa Foundation's bylaws require that a membership meeting be held annually; this is usually done at the summer AMC meeting. The Chairman recesses the AMC meeting, and then the AMC is convened as the members of the Foundation. The membership meeting generally consists of a present financial report by the Mensa Foundation President, a discussion of any business at hand, and an election to fill any vacant trustee seats.

Rules of Procedure

The AMC is guided by and conducts itself according to the most recent edition of Robert's Rules of Order Newly Revised, modified to permit the Chairman to speak, vote and to make motions only concerning appointments, and to permit the Parliamentarian to speak, vote and make motions [ASIE 2003-066]. Only AMC members have the right to participate in discussion and cast votes at an AMC meeting. However, any AMC member who has the floor may recognize a non-AMC member and permit him or her to speak, at the discretion of the Chairman. This prerogative is usually exercised when a particular individual has been invited to the meeting to provide special knowledge, to report on a specific situation, or to assist in the discussion of a particular motion.

Under most circumstances, the Chairman will take a flexible approach to the rules of procedure, but if discussion becomes heated or prolonged, or if time is short, he or she may exercise his or her prerogative to guide or limit debate.

Use of written reports to supplement minutes of the meeting. Officers' reports and subcommittee reports must be submitted in writing before the meeting. Suggested report formats are available on the Web site. Action Committees must report any actions taken in the name of the AMC [ASIE 2002-154] Only updates to the written reports may be delivered orally. While short reports may be included verbatim in the minutes, longer reports are usually abstracted in the minutes and circulated in full as attachments.

Tape recording of the meetings. The meetings are tape-recorded to assist in the preparation of minutes. Because of ambient noise levels and acoustical conditions, all movers, seconders and speakers are asked to speak loudly and distinctly and to identify themselves. Tape recordings are destroyed after the minutes have been prepared and circulated.

Seating. The Chairman, First and Second Vice Chairmen, Secretary, Treasurer and the Executive Director typically sit at the head of the table. There are no other seating arrangements as such. Smokers must smoke outside the meeting room during breaks if the premises allow smoking.

Actions still in effect. AMC Actions Still In Effect govern current business. In order to have a record of past actions readily available, the Secretary or National Office maintains a compilation of these actions and an index to them. You should be familiar with this material. Ask the office for a copy if one was not included in your information package. An electronic version is available on the AML Web site.

Subcommittee meetings. AMC members chairing subcommittees (commonly called "AMC committees") who wish to schedule meetings in conjunction with AMC meetings (or other events) must do so in a timely manner to avoid scheduling conflicts. In recent years, the Second Vice Chairman has been the scheduling coordinator for such meetings, which usually start late Friday afternoon or Friday evening. Meetings are open to all members. Those

convening meetings should circulate an agenda at least one week before the meeting except in rare cases.

Appointed Officers

Appointed officers have the same rights, duties and privileges as elected officers. The Membership Officer, Communications Officer, Director of Science and Education and Development Officer automatically have the right to vote. Other officers may be appointed and specifically given the right to vote though this has not been done in many years. [Bylaws VII (2)].

Appointed officers are nominated by the Chairman after discussion with individuals both on and off the AMC. Approval of the nominee(s) may be requested by mail or email ballot so the nominee(s) can attend the next AMC meeting. Since any member of the AMC who wants discussion of an item may refuse to consent to an email ballot, email ballots are generally used only for non-controversial appointments and motions. If the appointments subject to confirmation are made at the beginning of a new AMC term, only the newly elected and appointed officers cast the confirmation vote, since all appointments terminate with the end of any AMC term.

Special Appointees and Non-AMC Committee Chairs/Members

Other appointed individuals are not members of the AMC; they do not vote and they do not participate in the committee's deliberations. However, the Chairman will usually recognize a special appointee and permit him or her to speak when matters under discussion relate to his or her particular position. Each special appointee and Committee Chair is assigned to an AMC officer who acts as liaison.

Special appointees and non-AMC members serving on AMC subcommittees are entitled to reimbursement for expenses incurred in the performance of their assignments within guidelines in the ASIEs. Special appointees should seek liaison and ExComm approval for large expenses such as attending a meeting before making a purchase. Non-AMC members should send their requests for reimbursement to their AMC liaison for approval; the liaison officer should then forward approved requests to the National Office for payment prior to the meeting. Mensa will also pay for travel, lodging, meals and so forth whenever a non-AMC member is formally requested to attend an AMC meeting or to travel on Mensa business. The methods for making arrangements for such trips are described in the Expenses section of this handbook under "AMC Meeting Expenses."

Regional Vice Chairmen

Because Regional Vice Chairmen have certain responsibilities and freedom for discretionary actions specified by the bylaws and AMC actions, those aspects of an RVC's duties are presented here in some detail. An overview of RVCs' duties is included below. Additional information is found in the RVC Handbook.

Functions and Duties

The RVCs are the chief operating officers for their regions and the AMC members to whom Local Secretaries report [Bylaws X (2)(a)]. The RVCs also act as liaisons between the Local Groups in their regions and the AMC, and are responsible for carrying out Mensa's policies and programs in their regions [Bylaws IV (6)].

New Local Groups are formed by the AMC upon the recommendation of the appropriate RVC [Bylaws X (2)]. The RVC is empowered to designate an acting Local Secretary for any Local Group within his or her region until an approved Local Group elects its Local Secretary [Bylaws X (3)]. In case no other officer is available under the Local Group's bylaws, the RVC may also appoint a LocSec pro tem in the event that local elected officers resign their offices or move from the area and may assume the duties of Local Secretary for a group until new officers can be found. The RVC automatically becomes a member of the Bylaws Committee when the bylaws being reviewed are from the RVC's region. RVCs should have a copy of all current bylaws and the Current Minimum Standards and be familiar with them. Appendix 13 of the ASIEs contains the "Minimum Standard Bylaws Requirements" and Appendix 14 has the "Model Bylaws for Local Groups."

RVCs, in consultation with the Membership Officer, approve all regional gatherings in their regions [Bylaw IV (7)]. (See Guidelines for Mensa Gatherings in Appendix 11 of the ASIEs.)

RVCs, with the approval of the Local Secretaries involved, are authorized to reassign Local Group boundaries within their regions (and within specific guidelines between adjoining regions). All such actions must be reported at the next AMC meeting [ASIEs #1978-012 and #1996-096].

RVCs may request the Executive Director to grant a loan of up to $250 to a Local Group planning its first regional gathering. Repayment of the loan is to be made within 30 days after completion of the regional gathering. Repayment is guaranteed by both the Local Group dues allotment for the quarter in which repayment is due and the RVC's discretionary fund [ASIE 1980-019, last amended #1986-076].

RVCs will be asked to endorse the appointment of a qualified proctor, SIGHT Coordinator or Gifted Children's Coordinator in an area where there is no Local Group, or where there is a Local Group but the Local Secretary is not responsive or election processes have not been completed.

RVCs may be asked to serve as mediators or arbitrators in an effort to resolve disputes in their regions as expeditiously as possible.

RVC Funds

RVC funds are budgeted as discretionary funds as a single line item for each RVC. The funds are calculated on the basis of a formula that takes into account the number of groups and number of members in a region, so as to allocate the funds fairly among the RVCs. The dollar amount will vary from year to year and among regions.

RVCs are not permitted to exceed their annual budget. A pool of funds for all the RVCs is available that and RVC can draw from should they need additional funds. Tranfers from this pool require approval of a majority of the RVCs without Executive Committee permission. RVC funds can be transferred with the RVC's permission. Funds not spent revert to the general fund at the end of the fiscal year.

Actual payments to Local Groups are carried out by the National Office; the process is initiated by corresponding with the National Office in writing or by email.

RVC expenses in administering the region — telephone, travel, postage, etc. — are charged against RVC funds; expenses incurred in connection with attending AMC meetings and carrying out AMC assignments are reimbursed from the AMC meeting budget. RVCs must, therefore, maintain and submit reimbursement requests for two budgeted accounts.

Special Funding

If a Local Group needs emergency funds over and above the total RVC funds available, the RVC should make a request of the Executive Committee. If the need is urgent, funds can be made available by telephone in as little as 24 hours. How the funding is treated — as a loan, grant, or advance of RVC funds — depends on the nature of the situation.

Leadership Development Funding

Special funding has been established to support Leadership Development. Guidelines for use are found in ASIE Appendix 2.

In general, leadership development expenses are requested and documented using AMC guidelines and procedures, with one important exception. Leadership Development Workshop expenses (for which LD reimbursement is requested) must be approved in advance by the Leadership Development Chair. Early consultation with the LDW Coordinator, before any money is obligated, is strongly recommended. RVCs are expected to be actively involved in planning LDWs.

Development Grants

The current budget includes funding for Local Group development grants to assist Local Groups with special membership development and public relations projects. Contact the AML Marketing Department or the Development Officer for more information about qualifications and the application process.

Expenses

"No officer of Mensa shall receive any salary or compensation in carrying out the duties of his office, except reimbursement of actual expenses incurred." [Bylaws VII (10)] Realistically, it will probably cost you a little for the privilege of donating your volunteer efforts to Mensa. Reimbursement of officers' out-of-pocket expenses is provided so holding Mensa office will not be conditioned on a member's financial status. The most common reimbursement items are long-distance telephone calls, email expenses beyond normal use, postage and the costs of attending AMC meetings. Incidental expenses incurred in performing your duties are also covered. (It is wise to review ASIE 1995-080 last amended by 2000-019 and #1995-081 last amended by 2001-071 before you begin spending money.) The general rule is that you may be reimbursed for any expenses you would not have incurred except that you were doing your Mensa job.

When there is a need to incur other Mensa-related expense — expenditures that have not been budgeted — authorization must be obtained from the Executive Committee beforehand. Requests can be sent to the Executive Director; they will then be distributed to the Executive Committee. Purpose and estimated cost should be stated. Allow at least two weeks for requests to be received and acted on.

It is suggested that you buy a supply of stamps and get a receipt for it. Apply for reimbursement for the total cost and use the stamps as needed. This is much easier than accounting for each letter sent. You submit receipts for postage or charges for packages, oversized envelopes or express shipments.

Send your request for reimbursement of all expenses to the Director of Finance, including enough detail to permit

verification if necessary and to permit the Director of Finance to allocate the expenses to the proper function (membership recruitment, AMC travel, and so forth). All expenses must be submitted on the expense reimbursement form provided or computer equivalent, and all original receipts must be attached before reimbursements will be made. Copies of signed receipts are acceptable if the originals have been lost [ASIE 1995-081 last amended by 2001-071]. It is recommended you blackout personal information such as credit card account numbers.

Expense reports should be submitted in a timely manner, at least quarterly. Delay in reporting expenses ties up your money, distorts the organization's accounting, and makes any necessary verification more difficult. Note that reimbursement checks must be cashed within 60 days. You are encouraged to request electronic deposit to your designated account. The end of the fiscal year is March 31, and all expense reports must be submitted by April 15 so financial records for that year can be closed. [See ASIE 1998-035]

After the close of each quarter, a report showing the disbursement of funds is prepared and is sent to the Treasurer and Executive Director for review. After any corrections are made, it is sent to all AMC members and published on the AML Web site.

Petty Cash Fund

If you are in a position that requires regular payment of Mensa-related expenses and prefer not to advance your own money against reimbursement, you can have a petty cash fund established. You will be sent an initial sum, which will be replenished by the Director of Finance as expense reports are filed. You are personally responsible for the fund until it is fully accounted for or returned to the office.

AMC Meeting Expenses

Guidelines that apply to travel expenses, in addition to those presented here, are covered in ASIE 1995-080 (last amended by 2000-019). This ASIE explains what expenses are eligible for reimbursement.

Travel. You are responsible for making your own travel arrangements for the meetings. You should plan to arrive for committee meetings on Friday night and not leave until noon Sunday. You are further responsible for making travel arrangements as economically as possible. The goal is always to make the most sensible, thrifty arrangements possible. The National Office Executive Assistant can assist in making travel arrangements if requested.

In the event that you lose a discount fare due to your own negligence or delay, you could be asked to pay the difference between a discount fare and the actual fare. Therefore, it is prudent for you to make your airline reservations as early as possible. There is usually some kind of "saver" to be had, and those discount fares usually have time restrictions. It pays to shop around. Call two or three airlines before you firm up your reservations, check Internet discount sites, or find a good travel agent in your area.

You may pay for your tickets in either of two ways. One way is to pay and then file a reimbursement claim for the fare. If you prefer not to front the cost of the airfare, you can make arrangements through the National Office. In the event that you are unable to make the trip, you must cancel your reservation in time for a refund to be issued to Mensa. In the case of "nonrefundable super savers," the ticket cost usually can be credited against a future flight by paying a change fee. In either case, notify the office of your itinerary as soon as it is established.

Ground transportation. Ground transportation between your home and the airport, and between the airport and the meeting site, is reimbursable. On-site taxis or limos are reimbursable if needed. AMC members are encouraged to share transportation whenever possible. If the host group is offering ground transportation at the meeting site, it is your responsibility to notify the host group contact of your arrival and departure times.

Mileage. If you elect to drive to an AMC meeting, you will be eligible for reimbursement at the prevailing IRS business rate per mile for that year plus toll and parking charges, up to an amount equal to the lowest available coach air fare for the same trip. You are also eligible for the same mileage reimbursement if you drive from your home to the airport.

Accommodations. Mensa pays the cost of a single room for as long as your presence is required for Mensa business (usually two nights). If you want other accommodations (for example, a double room or extra night's stay), the office will make those arrangements for you upon notification. You will be responsible for the difference in cost. If you can save more in airfare by staying an extra night than the extra hotel cost, the ExComm will normally approve reimbursement for the extra night. Reservations will usually be made by the National Office for AMC meetings.

Starting with 2005, discretionary funds have been budgeted for the ExComm members and the three appointed officers for expenses not otherwise budgeted including travel.
Meals. Mensa pays the cost of meal expenses, not to exceed $40 per day.

Other costs. There usually are no other costs involved with your attendance at an AMC meeting. You are on your own if you decide to take part in any extra-cost activities.

Charges for movies, laundry and other incidentals will not be reimbursed. Charges for the purchase and consumption of alcohol will not be reimbursed.

AG Attendance

Chairman. The Chairman's, Treasurer's and Development Officer's ordinary and necessary expenses for attending an AG are reimbursable by Mensa [ASIE 1995-080 last amended by 2000-019].

Other officers. The members who will constitute the AMC at the end of the Annual Business Meeting (i.e., the "new AMC"), plus the current Treasurer, shall be entitled to payment or reimbursement of the following expenses incidental to attendance at Annual Gatherings: (a) The cost of transportation by the least expensive practical method from the member's home to the meeting site, with mileage allowances calculated at the prevailing IRS business rate for that year; (b) three nights' lodging at the meeting site; (c) the meal package plus other meals, total reimbursement for meals not to exceed $120; and (d) the lowest registration fee, if not waived by the host group, provided that a regular AMC meeting is scheduled coincident with an Annual Gathering. The Executive Committee may modify these policies as appropriate. Charges for movies, laundry and other incidentals will not be reimbursed. Charges for the purchase and consumption of alcohol will not be reimbursed [ASIE#1995-080 last amended by 2000-019].

Other officers or persons requested by the AMC to attend AMC meetings or AGs and for whom funding is authorized shall be reimbursed in the same manner as AMC members for their travel to those meetings.

General Administrative Support

Clerical Assistance

Copying and circulation. All voting members of the AMC are entitled to have letters, memos and other materials relevant to their respective offices duplicated and distributed by the National Office in the weekly AMC mail or the monthly mailings to the Local Groups. The deadline for receiving materials for the monthly mailing is usually the last day of the month for it to go out in the next month's mailing. The Chairman may authorize wider distribution. Subcommittee chairs are likewise entitled to circulate materials pertaining to their assignments. Any member may request that an AMC member use this service to copy and circulate other material; the AMC member reserves the sole right to decide whether he or she will honor such a request [ASIE 0000-026].

Mailing and Distribution

Mailings from the National Office to AMC members are generally made every Friday. All items for distribution received from Friday through Thursday are accumulated and then sent at one time. Urgent communications will be given immediate distribution upon request.

Anything sent to all Local Groups will be copied to the AMC if it is distributed by the National Office via regular mailings.

Telephone Services

The competitive long-distance telephone services advertise substantial savings on long-distance telephone charges. You are encouraged to check out discount plans if your duties require a good deal of long-distance telephoning. Call the telephone service companies and ask for the details on the rates and calling plans.

Email

All AMC officers are expected to have email. If you need help establishing or learning how to use email, contact the National Office for assistance.

Committee email list services may generate a good deal of email, and AMC members should select email services that will allow for large quantities of email and/or large email attachments.

AMC members should be cognizant of committee confidentiality when replying to email-based list services and imparting information to non-AMC members.

Web Site — www.us.mensa.org

The American Mensa Web site features information on joining (or rejoining) Mensa, various gatherings (regional, LDW, annual, Mind Games, etc.), Local Groups, member pages, Special Interest Groups, community service activities, the Mensa Education & Research Foundation, member resources, National Testing Day, AMC contact information and much, much more. (You can use the site as a resource for current forms as well as to find a variety of information about Mensa.)

Stationery Supplies

At the beginning of your AMC term, you may request Mensa letterhead, business-size envelopes with the Mensa logo, and business cards. Preprinted labels for other AMC officers or designees are also available. These supplies will be replaced upon request to the Executive Assistant.

Mensa stationery is supplied to most special appointees, non-AMC committee members, Local Secretaries, Editors

and others. Small stationery items should be purchased locally and included in your reimbursement claims.

Brochures, Reports and Promotional Materials

You can get copies of the promotional brochure from the National Office upon request. Also available are posters, press kits, bookmarks, etc.

Officers receive a full copy of American Mensa's audited financial statements as they become available. Reprints of the financial statements are also available in booklet form at no charge to any member upon request.

Information Services

A variety of reports may be generated to supply AMC members with information. Coordinate with the National Office to determine what information or reports will assist you in your position and to determine how often you will receive updates. Please contact the National Office for a list of available reports or check the officers' section of the AML Web site (www.us.mensa.org).

Information supplied is current through the last working day of the month; reports are mailed during the monthly mailing process. Special request listings, labels and extracts are available throughout the month and are scheduled based on necessity and detail of content.

Directory extracts are provided to Local Groups upon request. These extracts are different from the monthly group information as the directory extracts have individual member privacy release restrictions applied at creation. RVCs should encourage Local Groups to request a directory extract from the National Office. Extracts are included for groups receiving monthly downloads or diskettes.

The 8-ball CD is available to all AMC members. The 8-ball CD contains governing documents and other useful information and statistics. Many of these documents are also available on the AML Web site.

Media and Public Relations

American Mensa, Ltd., continually reaches out to the news media to secure membership inquiries and to enhance positive name recognition. In addition, many Local Groups recognize the opportunity to boost membership and bolster group morale that comes from a feature in the local daily paper, broadcast or cable TV or radio.

AMC officers, and particularly RVCs, should encourage Local Groups to look at their activities (and their members) for any publicity potential. The National Office has many resources that Local Groups can use in their publicity outreach. An external media kit is available that should be given to reporters, interviewers and other media professionals. Standard recruitment materials — bookmarks, brochures, etc. — can be given to the media as well. Many of these items can be downloaded from the AML Web site.

Other materials from the National Office are used to advise and educate local officers about PR and are not meant for distribution to the media. The National Office can also produce lists of local media contacts who may be "pitched" to run stories about Mensa.

AML seeks positive media coverage. Dealing with the news media is not an exercise in democracy. As a director of the corporation that is American Mensa, Ltd., each AMC member has a duty to discourage Local Groups or members from presenting Mensa or its membership in ways that a reasonable person would find unflattering. Do so through persuasion and influence, rather than engaging in any authoritarian behavior that is likely to worsen the situation.

AMC members, in reading Local Group newsletters, should keep an eye open for any articles that would reflect poorly on Mensa, if were they to be seen by the news media or the public. This also holds true for any inflammatory situation involving a Local Group or an individual member. Any such articles or situations should be brought to the attention of the Development Officer or the Marketing Director. Should the situation warrant its use, a crisis plan exists to deal with such situations. (See Appendix H for the crisis plan.)

From time to time, and particularly during the AG, AMC members may be asked to take part in interviews with the news media. AMC members must be sure to prepare for such interviews by refreshing themselves on the basic current statistics in Mensa and committing to memory the several ways through which the public can contact Mensa (Web site, 800 number, address, etc.).

Insurance

Travel Life insurance. All elected officers, appointed officers, appointees, special and courtesy appointees, and full-time employees of Mensa, under age 70, are covered by a $100,000 life insurance policy while traveling on Mensa business. Also, an additional rider to this policy is medical expense coverage limited to $5,000. The deductible for the medical coverage is $25. For those over age 70, the amount of insurance is reduced per policy schedule.

Exclusions. The list of exclusions is extensive but not limited to the following:

- Intentionally self-inflicted injuries, suicide or any attempt, while sane or insane.
- Declared or undeclared war or any act thereof.
- Accident occurring while the insured is serving on full-time active duty in the armed forces of any country or international authority.
- Illness, disease, pregnancy, childbirth, miscarriage or any bacterial infection other than bacterial infection occurring in consequence of an accidental cut or wound.
- Travel or flight in any vehicle or device for (1) navigation beyond the earth's atmosphere, or (2) aerial navigation, except to the extent such travel or flight is provided by schedule II.

Schedule II

Coverage begins at the actual start of an anticipated trip whether it be from an insured's place of employment, his or her home or other location. Coverage terminates upon insured's return to his or her home or place of employment, whichever shall occur first. Commuting travel is excluded from coverage. With respect to flying in aircraft, coverage shall not apply except while riding as a passenger, and not as a pilot or crew member, on any transport aircraft operated by the Military Air Command of the United States of America or by the similar military air transport service of any other country; or on any civil aircraft, except one owned or operated by an insured, a member of his or her household or Mensa, provided such coverage aircraft (1) is operated by a properly certificated pilot, (2) has a current unrestricted airworthiness certificate, and (3) is not being used for fire fighting, pipeline inspection, power line inspection, aerial photography or exploration.

Corporate liability insurance. You are covered by a $5,000,000 directors and officers liability insurance policy applicable to your actions as a member of the AMC. The company will pay on behalf of the insured any loss, and is obligated to pay any damages for any civil claims or claims first made against the insured arising out of a wrongful act not to exceed the limitations less the deductible amount of the policy. The deductible amount is $5,000 per loss. "Wrongful act" shall mean any actual or alleged:

- Act
- Error
- Omission
- Misstatement
- Misleading statements
- Neglect or breach of duty

Exclusions. The list of exclusions is extensive but not limited to the following:

- The company shall not be liable to make payment for loss in connection with any claim against any insured or organization arising out of, directly or indirectly resulting from or in consequence of, or in any way involving:
- Any actual or alleged libel, slander or other defamation.
- Any actual or alleged bodily injury, sickness, disease or death of any person.
- Any actual or alleged damage to or destruction of any tangible property.
- An insured gaining any personal profit or advantage to which they were not legally entitled.
- Dishonest, fraudulent or criminal acts.
- Willful violation of statutes or ordinances.

General liability insurance. You are covered by the general liability insurance policy that applies to all members involved in Mensa related activities. The coverage limits are:

- General aggregate limit: $4,000,000
- Personal and advertising injury limit: $2,000,000
- Damages related to rental premises: $300,000
- Medical expense limit: $10,000
- The company will pay those sums that the insured becomes legally obligated to pay as damages because of "bodily injury" or "property damage" or "personal injury" or "advertising injury" up to the limits set forth in the policy.

Exclusions. The list of exclusions is extensive but not limited to the following:

- Expected or intended injury
- Liquor liability (We have host liquor coverage. Host liquor coverage is alcoholic beverages provided by the organization's members for its members. It is not intended to be sold or distributed as a business.)
- Worker's compensation
- Employer's liability
- Pollution
- Aircraft, auto or watercraft
- War
- Hazardous materials
- Oral or written publications
- Willful violations of statutes or ordinances

If you wish to know any more of the specifics of the coverage, contact the Director of Finance. Our insurance coverage is reviewed regularly by the Risk Management Committee, Director of Finance and the agent, with an eye to improving it wherever possible. Exclusions and limits to the policies are subject to change. The Risk Management Committee is forming general definitions and descriptions of all of these policies.

Risk Management

One of the perspectives of serving on the AMC is a growing understanding of the need for proactive risk management. In the past decade, basic insurance costs have grown from inconsequential to a significant amount per member per year, and we have not "lost" any lawsuits. After-the-fact damage claims deflate our treasury and morale. One of the "big picture" duties of an AMC member is to be creative yet levelheaded in avoiding risk.

Dues and Billing Procedures

Dues

Regular dues. The regular membership dues are currently $52 per year [2004-086]. Three-year membership plans are available for $140 and five-year membership plans are available for $230.

Life membership. A life membership is available upon payment of dues at the age-weighted life dues rate current at the time of application for life membership. The age bands and multipliers are shown in the table below [ASIE 1993-050].

AGE BANDS	MULT	AGE BANDS	MULT
0 through 9	28.49	55 through 59	15.63
10 through 14	27.92	60 through 64	13.61
15 through 19	27.21	65 through 69	11.28
20 through 24	26.35	70 through 74	9.65
25 through 29	25.33	75 through 79	7.81
30 through 34	24.12	80 through 84	6.14
35 through 39	22.73	85 through 89	4.69
40 through 44	21.16	90 through 94	3.46
45 through 49	19.44	95 through 99	2.44
50 through 54	17.58	100+	1.60

A copy of a birth certificate, passport or driver's license must accompany a life dues payment. Do not send the original; documentation will not be returned. Date of receipt of acceptable documentation by the National Office will be used for purposes of assignment in appropriate age band. Life membership is not available on an installment plan. However, all members may charge life membership or regular dues via MasterCard, Visa, American Express or Discover.

Dues reductions. Dues reductions or fellowships are a matter of American Mensa, Ltd. policy and are not an inherent right of membership. Currently there is not a national fellowship program. However:

1. [ASIE 2004-086] Membership dues for second (or additional) family members who choose to claim such status, and who reside at the same address as on file at the National Office and are members of the same Local Group as a member paying dues at the rate specified in section (a) of this action, are set at 2/3 of the full dues rate, rounded to the nearest dollar. Members paying the reduced dues set forth in this section shall not receive a subscription to the *Mensa Bulletin*, except for issues containing election or referendum information. The Local Group newsletter labels for these reduced-fee members shall be specially marked, and the Local Group may determine whether such members receive a subscription to the Local Group newsletter, except that they must be sent issues of the Local Group newsletter containing election or referendum materials.
   The provision about the same Local Group is effective with fiscal year 2001-2002 dues.
2. Local Groups or regions may have dues fellowships at their discretion. Individual members should ask their Local Group if assistance is available.
3. RVCs may use discretionary funds to pay a member's dues.
4. No dues reductions are allowed for life memberships.

Billing Procedures

You may pay for your membership online using a Visa, MasterCard, American Express, Discover or electronic check draft.

Regular billing usually has been done in phases as follows:

First notice. First notice renewal bills are mailed the first week of January. The first notice goes to those whose memberships expire at the end of the current fiscal year. Experience has shown that 60 percent of the members who are going to renew their memberships do so within 60 days of receipt of the first notice. Separate notices are sent to those members who have lapsed for one year or more.

Second notice. Second notice reminders are mailed and emailed in mid-February to those who did not respond to the first notice. Again, about half of the members that plan to renew do so in response to the second notice. Membership renewal deadline is March 31.

Third notice. Third notice renewal bills are mailed and emailed after April 1 depending on current renewal rates. The people who receive these notices are, in actuality, lapsed members in a grace period. In election years, members who do not renew by March 31 cannot vote.

Lapsed Member Subsidy

The lapsed member subsidy is not, strictly speaking, a part of the Local Group financial assistance program; rather, it is an aid to membership recruitment and retention. Every June, each Local Group receives a list and set of mailing labels for those members who did not renew their memberships for the

current year. The Local Groups are encouraged to contact the lapsed members in an effort to get them to reinstate their memberships. When funds are budgeted, American Mensa, Ltd. reimburses the Local Groups, to a maximum of $0.50 per lapsed member contacted per annum, to cover printing and postage costs. Requests for reimbursement should be submitted to the National Office [ASIE 1990-101 amended by #1999-020]. Reimbursement will not be sent automatically.

Prorated Credit

The AMC and staff have examined the best way to handle dues for members who join at mid-year many times.

The dues payment policy in effect as of March 1998 is as follows: [ASIE 1998-030]

New and renewing members pay a full year's dues regardless of the date of joining or renewing.

A member joining during the months of May through December, or rejoining (defined as renewing a membership after a lapse of one full year or more) during those same months, will receive a pro-rated credit towards his or her second consecutive year's membership. The credit is calculated on a straight-line basis, at one-twelfth of a year's dues for each month of the membership year prior to, but not including, the month of the join or rejoin date. If the member does not renew his or her membership for the second consecutive year, the credit is forfeited.

A member joining or rejoining during the months of January through March will get any or all of those three months' membership for free, with the dues paid credited toward the next membership year, or beyond in the case of a multi-year discount dues plan.

Joining/Reinstating Month	Credit	Prorated Dues for 2nd year
April	$ -	$52.00
May	$4.33	$47.67
June	$8.67	$43.33
July	$13.00	$39.00
August	$17.33	$34.67
September	$21.67	$30.33
October	$26.00	$26.00
November	$30.33	$21.67
December	$34.67	$17.33
January	$ -	$52.00
February	$ -	$52.00
March	$ -	$52.00

Single-year memberships purchased in January, February, and March will expire March 31st of the following year.

No dues credits will be given to a current member renewing his or her membership or to a member renewing after a lapse of less than one year.

If a new or rejoining member takes a multi-year discount dues plan immediately upon joining or rejoining, the credit will be applied to the multi-year discount plan

Local Group Financial Support

Qualified Local Groups

American Mensa provides financial support from members' dues to qualified Local Groups. Local Groups are qualified according to these criteria [ASIE 1995-024 last amended by 2000-130]:

All groups. A Local Group shall adopt, maintain and follow bylaws, which have been approved by the AMC's Subcommittee on Bylaws, including timely provision of changed bylaws to the RVC and National Office.

If a Local Group does not meet the criteria (as determined by the RVC) for qualification at the time of the monthly payment, the monies that would have been remitted to that group will be held for a period of one year or less. If the Local Group becomes qualified during that time, the monies held in reserve will be remitted to the Local Group; otherwise, they will be returned to the general fund [ASIE 1995-024 last amended by 2000-130].

A Local Group must have at least one membership and one business meeting per quarter, notice for which must be communicated to the members of the Local Group, and such activity and communication must be subject to verification on request.

Financial Support

Financial support to the Local Groups is disbursed on the third Friday of every month; if that Friday is a holiday, it is disbursed on the preceding banking day [ASIE 1995-009].

Local Group support funding. The Local Group support funding is defined as some portion of the full annual national membership assessment as determined by the AMC. With national dues currently $52, the Local Group support funding is $8.64 per year for each full dues-paying member [ASIE 2004-087]. It is paid to qualified Local Groups on a monthly basis and is divided as follows:

1. **Local Group support.** The Local Group support allotment is $1.40 per member per year and is computed on the basis of all current members.
2. **Local newsletter subscription.** In order to satisfy part of the United States Postal Service requirements for periodicals mailing, $7.24 of the support funding is designated as the Local Group publication subscription. Members who claim second family status and pay $35

annual dues do not receive a subscription to the *Mensa Bulletin.* The local newsletter labels for these additional family members are specially marked, and the Local Group may determine whether such members receive copies of the Local Group newsletter, except that they must receive the newsletter when it contains election materials. The Local Group support funding for these members is $3 per year. [ASIEs #2002-115]

3. **Corporate newsletter subscriptions.** Corporate newsletter subscriptions are those Local Group newsletter subscriptions paid for by American Mensa, Ltd. The current rate is $0.65 per issue [ASIE 2001-014]. The corporate newsletter subscriptions include both editor subscriptions (Local Group newsletters sent to the editors of other Local Group newsletters) and the special mailing list (Local Group newsletters sent to AMC members, staff, and others). [ASIE 1995-075 last amended by 2002-145] The National Office must receive its subscription for the Local Group to be funded.
4. **$1 per new member joining or reinstating.** Local Groups receive an additional subsidy of $1 for each new or reinstating member. Reinstating members are those members who renew their Mensa membership after a lapse of one full year or more. Funding will be included with regular monthly funding in the month following the month the members join or rejoin. [ASIE 1999-015]

RVC funds. Disbursement of RVC funds is discussed under "Regional Vice Chairmen."

InterLoc

InterLoc is intended as a channel of communication between and among major local and national Mensa officers and is sent to such officers automatically. Any member interested in the inner workings of the organization may be added to the subscription list, without charge, by contacting the National Office.

Members not holding any national or local offices must renew their subscription annually. All national officers, committee chairs, special appointees and Local Group officers receive *InterLoc* automatically.

The editor of *InterLoc* is required to publish official communications from the AMC to Local Group officers. Requests for publication of material received from individual AMC officers acting in the performance of their duties will normally be honored. The editor will perform editorial functions as necessary. Unless specifically directed to the contrary, the editor has the right to publish editorial opinion, comment or explanation about any AMC communication. Both national and local officers are encouraged to share ideas concerning the management and improvement of Mensa through the pages of *InterLoc.*

Officers' Reports for the *Bulletin*

At least one month prior to the Annual Gathering, the membership shall receive reports of the officers by inclusion in the *Mensa Bulletin* [Bylaws XIII (2)]. In recent years, the *Bulletin* editor has specified a maximum length. The original report, prepared in a format suitable for submission, must be sent to the *Bulletin* editor before the deadline for the June issue, with copies to the Chairman and National Office. Each officer's report in the *Bulletin* is traditionally accompanied by the officer's picture. A photograph suitable for reproduction should be sent to the *Bulletin* editor along with the report, unless the editor has a photograph or image already on file.

Because the report deadline precedes completion of the annual audit of the society's financial records, the Treasurer customarily prepares only a short report for the *Bulletin* and delivers supplementary information in an oral report at the Annual Business Meeting. The formal Treasurer's report is included with the publication of Mensa's financial statement.

Leadership Development

Volunteers do the vast majority of work that makes American Mensa thrive. Leadership development is just as important to the growth and health of Mensa as membership growth or retention.

Leadership development planning is the responsibility of the whole AMC and National Office staff. The quality of the training depends on the involvement of everyone. Every AMC member needs to learn how to deal with problem areas and include best practices from other organizations in a constructive, proactive manner. AMC members may be asked (or better yet, model that behavior and volunteer!) to participate at AG Leadership Workshops or as presenters at Leadership Development Workshops.

Training materials may be found in handbooks, in the ASIEs and on the American Mensa Web site. The National Office and the Leadership Development Workshop Coordinator archive materials and are excellent sources to avoid "reinventing the wheel."

Handbooks are updated on a routine basis. The LD Chair coordinates this work. (ASIE 2003-012) AMC members should have a full set of handbooks and be familiar with their general content.
There is a leadership track at the AG. An AMC member is appointed as coordinator one year before and is often the LD liaison.

LDWs are planned to include something for every Mensa volunteer; suggestions for topics and presenters are always welcome. Appointed AMC officers and committee chairs (for example, Gifted Children) and the National Office staff usually participate. You should plan to attend as many of these as you can, especially in areas where you are less knowledgeable, and encourage others to attend. It is especially important to encourage new or potential volunteers to take advantage of this training opportunity.

A Leadership Development Workshop should be held in each region every year. Moving it around geographically is recommended, and regions can combine LDWs near a common border. The host group can be an especially strong group with much to teach, or conversely, a struggling group, since the host group usually has the most attendees. LDWs can be generic, or targeted (such as for editors et al). It is strongly suggested the RVC(s) find a chair in the sponsoring group and delegate as much as possible to that local chair, while ensuring the LDW guidelines are followed (see Appendix 2 in ASIEs).

A Leadership Retreat is a one-day strategic planning session using the Leadership Retreat Guide. It can be done by a local or outside facilitator and is usually very inexpensive. This may be the vehicle of choice for seriously struggling groups where volunteerism is at such a low ebb that officers or potential officers cannot be persuaded to attend any function. It is also useful in healing a group where a major split or turnover of officers has taken place. It is most helpful if done at the beginning of the officer cycle, as one major benefit is a sense of teamwork in the chapter.

Planning LD activities cannot begin too early in the AMC term. (If an RVC does not begin thinking about an LDW until several months into his or her term, there may not be adequate planning and publicity time left during that fiscal year.) Ask the LDW Coordinator, National Office staff or seasoned AMC members for ideas, suggestions and help. Other types of activities can be funded. The LDW Coordinator has a storehouse of materials and ideas.

Mensa Education & Research Foundation

Mensa Education & Research Foundation (the Mensa Foundation) is a nonprofit organization dedicated to recognizing and supporting causes related to intelligence. Formed in 1971, its purpose is to provide "financial, educational and research assistance to research organizations, educational institutions and individuals." These groups and individuals must be working with intelligence; psychological and social science research and publishing results in these areas; or using their intellectual gifts to improve society. The Foundation also has a policy against any lobbying activity or political agenda.

The Foundation's most ambitious philanthropic activity is its scholarship program. Each year, the Mensa Foundation awards college scholarships through the volunteer efforts of Mensa Local Groups.

The publishing vehicle for the Mensa Foundation, the *Mensa Research Journal*, compiles and publishes research findings three times a year; its subscriber base is international. Content includes the best entries from the Mensa Foundation Awards for Excellence in Research. For subscription information, contact the National Office.

Foundation trustees are nominated by the Foundation's Board of Trustees and appointed by the AMC to three-year terms. The chairman of AML is a non-voting trustee. Foundation trustees meet three times a year. The Foundation is classified as a 501(c) 3 charitable organization.

The Mensa Education & Research Foundation and AML are protective of members as research subjects and have a joint Research Review Committee to screen research requests seeking access to Mensa members. Research projects are evaluated against established criteria before being approved. If you have questions regarding research review, contact the Director of Science and Education.

Mensa Foundation owns the National Office building and American Mensa rents from the Foundation. The National Office provides support services for which the Foundation pays an administrative fee.

Miscellaneous

Contacting the National Office

The regular office hours are 8:30 a.m. to 5 p.m., Central Time, Monday through Friday. The main office telephone number is answered by voice mail evenings and weekend hours. A list of office staff is found in Appendix B.

Phone: 817/607-0060
Fax: 817/649-5232
Email: Nationaloffice@americanmensa.org
Toll Free for Officers 888-294-8035
Toll Free Marketing Line: 800/66-MENSA
Mail: American Mensa, Ltd.
1229 Corporate Drive West
Arlington, TX 76006-6103

Keeping Contact Information Current

Numerous lists and reports are produced from the National Office database. It is imperative that you keep the National Office up-to-date as soon as any of your contact information changes, and encourage others to do the same. Please remind Local Groups that changing data at the local level does not change the National Office database.

All AMC members, appointees, and committee chairs should notify the National Office of changes immediately.

The National Office will create an elist for any work group or committee on request. If you are chairing such a group, having an elist is a good idea as all committee's members edresses will be updated automatically if they change.

Official Records

The National Office is the central point for all American Mensa records. A copy of important documents should be sent to the National Office for archiving.

Transfer of Officers' Records

All outgoing officers must transfer all official and pertinent records to their successors within four weeks of leaving office [ASIE 1995-054]. Officers are urged to do so sooner, to help the incoming AMC members learn their new job.

Web Site Activities

Official Web sites for AMC authorized and funded activities are established as part of the AML Web site and shall follow American Mensa guidelines for Internet services.

The AML Web site hosts regional Web sites and provides space for those regions that currently do not have a regional Web site. Often the RVC will serve as webmaster or will designate an individual from within the region. Contact the National Office for additional information.

Membership PINs (initial passwords) are provided to members as they join or rejoin. Members have the opportunity to change the PIN online, and should they forget their password, they can contact the Web staff at the National Office for assistance.

Principles of Conduct of AMC Officers

The AMC has adopted a statement of policy regarding officer conduct [ASIE 1986-085]. That document (Principles of Conduct of AMC Officers) is Appendix A of this handbook. Please read it carefully; its guidance will help you to be an effective member of the AMC. Remember to respect the confidentiality of your office.

Appendix A

Principles of Conduct of AMC Officers

Members of the American Mensa Committee are both the directors and officers of American Mensa, Ltd. As directors, we must concern ourselves with the overall well being, operation and future of the society. We must assume the responsibility of developing policies to further its long-range interests. At the same time, as officers, we must concern ourselves with our specific functional areas and with carrying out AML policies and AMC Actions Still In Effect in those areas.

Having agreed to serve on the AMC — and having been elected or appointed to that body — we must recognize our obligation to the membership, to the entire membership as directors, to fulfill our functions and responsibilities. That obligation is not only quasi-contractual, it is also fiduciary.

We must recognize that we were elected or appointed to serve the membership — not to use our office to seek publicity, or to bolster our egos, or to attack our colleagues, with the intent of seeking higher office or for any other personal reasons.

To serve the membership well, not only must we perform our individual functions and responsibilities faithfully and to the best of our ability, but we must also strive always, to increase the efficiency and effectiveness of AMC as a body. We must recognize that a body divided by discord, by self-dealing or by political machination cannot operate efficiently and effectively, cannot deliver on its obligation to serve the membership. We must recognize that one of our major responsibilities is to preserve AMC as an institution, to enable it to perform as a working body. This requires defending it from attack; requires abstaining from personal attacks on colleagues; requires respecting other officers, including the Ombudsman, and their functions; requires striving for harmony; and requires maintaining AMC's collegiality.

If we believe that a colleague is acting improperly, or failing to take necessary action, we should make every reasonable effort to communicate our concern directly to the colleague before taking any other action. If communication with the colleague does not produce satisfactory results, we should then communicate our concern to the Chairman. We should make every effort to resolve the situation on an informal basis — if necessary, calling for a pre-AMC meeting executive session to attempt resolution of the situation. Taking the problem to the membership, going public with it, should be a last resort, a final recognition that AMC as a body cannot deal with the problem.

We of the AMC should always be cognizant of the vital difference between communicating as individuals and communicating as officers in the performance of our duties. We must, therefore, avoid communicating on our official letterhead stationery when the subject matter of the communication is personal opinion not related to our office and the performance of our duties, or when use of the letterhead might tend to give the false impression that the communication represents the opinion or decision of the AMC. Should we have reason to communicate with a Local Group or one of its officers, we should send a courtesy copy of the communication(s) to the RVC.

Because of our office, we have a special responsibility to check facts firsthand; to speak directly to all the principals, and to familiarize ourselves with the issues involved before making any public statements. We must recognize that to do otherwise may raise false issues; may be wantonly divisive and result in a climate damaging to membership retention and development; and may cause untold harm to individuals, to Local Groups and to the society. We must recognize that the time and effort expended trying to clear up misunderstandings and acrimony are time and effort taken away from carrying on the business of the society, as well as time and effort taken away from our members and owed to them.

Having been elected or appointed to serve on the AMC, we must recognize our obligation to help make that body work efficiently and effectively. This means recognizing that while disagreements regarding goals, policies, procedures, etc., are inevitable, comments and communications regarding such disagreements should be phrased to make it clear that the subject of those disagreements are the actions, not the individuals. Ad hominem remarks concerning colleagues and AMC itself are inappropriate, divide the committee, damage — sometimes permanently — the collegiality of the AMC, and can make it near impossible to work as a body on the business of the society.

So that the committee can work most efficiently and effectively, it is important to recognize the specific functions and responsibilities of each officer.

1. The Chairman is the chief spokesman for both AMC and the society. The Chairman is responsible for conducting the society's business in a fair, orderly and timely manner. The Chairman, as Chief Executive Officer, is responsible for providing leadership to AMC and the society and for the proper functioning of the National Office, acting as supervisor of the Executive Director.

2. The Chairman normally presides at meetings of the AMC. The other members of AMC all have equal status in that body.
3. The First and Second Vice-Chairman have such duties and the responsibility for such matters as are expressly assigned to them by the Chairman. The First Vice-Chairman also acts as substitute during the Chairman's absence or inability to serve; the Second Vice-Chairman, during the First Vice-Chairman's absence or inability to serve.
4. The Regional Vice-Chairmen are the chief operating officers in their respective regions, and they are responsible for serving the needs of the groups in their regions and are responsible for executive supervision of those groups.
5. The Secretary, the Treasurer and the appointed officers shall have such duties as customarily fall within their functional areas.
6. The Past Chairmen shall provide counsel, and may take on such duties and responsibility for such matters as may be beneficial to American Mensa.
7. Absent direction from the AMC or the Chairman, no member of the AMC, other than the Chairman, has the authority or duty to intervene in another member's functional area, e.g., a region, finances, testing, etc.

Executive Session (closed session) is used to discuss legal issues and personnel matters, including those concerning volunteer personnel. All disciplinary actions are discussed in Executive Session in order to protect all parties from inaccurate information.

All matters discussed in Executive Session are confidential and may not be revealed to those not in attendance, including members of the AMC who were entitled to be there but were not. Matters discussed while a member absented himself for any reason may not be discussed with that member outside of Executive Session. (These latter restrictions are in order to restrict inaccurate information.)

Corporate law requires that all motions and their disposition be recorded. This is customarily done by reporting any motions passed and their movers and seconders into the open record when returning to open session. It is acceptable, however, to instead keep written minutes of the closed session, which then may be approved in open session but cannot be discussed or reviewed in open session.

The AMC may specifically approve exceptions to these restrictions as appropriate.

Appendix B

National Office and Major Duties

The staff at the National Office reports to the Executive Director, who in turn reports to the AMC through its Chairman. Only some of the major areas of responsibilities have been listed here as of April 2005.

Alphabetically by Staff Members' Name

Catherine Barney, public relations manager, ext. 139, CatherineB@americanmensa.org
Catherine acts as the account executive for the local groups, assisting with their local PR efforts. She coordinates the distribution of news releases and tracks press clippings. She also responds to media inquiries, oversees special projects and programs such as Mind Games and National Testing Day, works with game manufacturers, and writes copy for our Web site. She also serves as staff liaison for the Gifted Children Programs.

Jill Beckham, foundation director/assistant Director of Finance, ext. 123, JillB@americanmensa.org
Jill oversees the various Mensa Foundation related programs and projects that are handled by the office staff. She handles the financial responsibilities for the foundation and assists the foundation board when needed.

Jim Blackmore, APR, national marketing director, ext. 136, JimB@americanmensa.org
Jim oversees the marketing and public relations functions in the office. He coordinates opportunities for national publicity, as well as AML's national advertising campaign. Jim also develops recruitment materials for use by our local groups and is the staff liaison to AML's licensing, marketing, and name and logo committees. He oversees list sales and works with our book publisher.

Julie Boone, Web Content Coordinator, ext. 112, JulieB@americanmensa.org
Julie develops and organizes information on the AML's Web sites, ensuring that the content is updated regularly. Additionally, she provides assistance with Web hosting issues for Local Groups and SIGs and other non-technical site maintenance as necessary.

Tony Burns, distribution assistant, ext. 140, TonyB@americanmensa.org
Tony processes the regular, bulk, and automated mailings generated by the National Office, as well as shipping and receiving. In addition, to mailing responsibilities, Tony tracks consumable inventory and acts as one of the key operators for the copying and mail room equipment.

Keith Crowder, distribution assistant, ext. 140, KeithC@americanmensa.org
Keith processes the regular, bulk, and automated mailings generated by the National Office, as well as shipping and receiving. In addition, to mailing responsibilities, Keith tracks consumable inventory and acts as one of the key operators for the copying and mail room equipment.

Ashlee Davis, finance assistant, ext. 122, AshleeD@americanmensa.org
Ashlee processes all of the daily cash receipts from dues, new members, testing, and prior evidence. She also processes credit card payments, and oversees the accounts receivable functions of the office.

Pamela L. Donahoo, CAE, executive director, ext. 118, PamD@americanmensa.org
Pam manages the day-to-day operations of the organization. She works with other professional staff members to carry out the policies of the AMC and to develop programs and services that benefit the members and our local groups.

Paige Faulkner, membership director, ext. 121, PaigeF@americanmensa.org
Paige oversees AML's membership department, ensuring that prospective and current members receive timely service and accurate information. Paige works to develop and maintain member services and benefit programs. She also works with CultureQuest®.

Rosa Foster, membership processing coordinator, ext. 117, RosaF@americanmensa.org
Rosa enters all of the dues renewals and new member information into the membership database. She ensures that all Personal Data Questionnaire information, brochures, and address changes are keyed into the system quickly and accurately. Rosa is also responsible for maintaining the membership archives.

Stephanie Gilley, national groups coordinator, ext. 128, StephanieG@americanmensa.org
Stephanie acts as a link between the local group officers and the National Office. She handles group requests, maintains the monthly report distribution for each group, coordinates each group's files, and is the regular contact for the groups. Stephanie provides the information to print the directory of

local group information sent to the membership as part of the *Mensa Bulletin* twice a year.

Dick Hodgson, communications director, ext. 137, DickH@americanmensa.org
Dick is responsible for working with his team of associate editors and contributors (all Mensans) to produce the *Mensa Bulletin* ten times per year. He is responsible for editing, layout, and page design and oversees production of the magazine from start to finish. Dick is also responsible for overseeing the printing of *InterLoc*. Dick works closely with Web staff and volunteers to ensure that Web content reaches the same level of professionalism we strive for in our printed publications.

A'Nelle Nelms, testing & admissions coordinator, ext. 129, ANelleN@americanmensa.org
Works with the proctors and testing coordinators throughout the country on our testing program. Scores and issues letters with results for all supervised and Mensa Home Tests and reviews prior evidence for acceptability. Works with the AML supervisory psychologist to maintain the integrity and confidentiality of the AML testing program.

David Peery, Director of Finance, ext. 115, DavidP@americanmensa.org
David oversees the financial operations of the organization including deposits, accounts payable, receivables, group funding, and preparation of the financial statements. He oversees the investments of the organization, working closely with the treasurer and finance committee. David also assists with preparation of the budget and works directly with our accounting firm on audit and tax issues.

J. Howard Prince, Director of Operations, ext. 116, HowardP@americanmensa.org
Howard is responsible for the direction and maintenance of all computer systems and associated processes at the National Office. He oversees the data entry activities of the staff and ensures the security and integrity of the databases. He also supervises the technical aspects of Web development and provides mapping and boundary information for the organization.

Laura Rush, executive assistant, ext. 111, LauraR@americanmensa.org
Laura serves as the assistant to the executive director and works closely with the AMC and national committees. Laura works with host groups to coordinate AMC meetings and makes travel arrangements for AMC and staff as needed. She offers administrative support to the department directors and works on special projects. Laura also serves as the office manager, overseeing facilities and supplies.

Jeff Shoemaker, systems assistant, ext. 119, JeffS@americanmensa.org
Jeff provides support as a technical administrative assistant for the information systems department. In addition to helping make the department run smoothly, Jeff assists with general information requests, monthly processing and report generation, and member access issues on the American Mensa Web site. He also assists with inventory and archiving issues for the organization.

Mary Spencer, communications assistant, ext. 126, MaryS@americanmensa.org
Mary coordinates print and Internet-based communications as well as other duties that enhance AML's image as an intelligent, professional, cohesive organization. Mary is responsible for layout and production of the *Mensa Research Journal (MRJ)*. She also is responsible for *Bulletin* classified advertising.

Heather Spillers, membership assistant, HeatherS@americanmensa.org
In addition to critical phone duties and being the first point of contact for members and potential members, Heather works with other national Mensas when members ask to transfer their membership to or from American Mensa. She also maintains undeliverable addresses and assists with renewing and reinstating members. She assists in scoring supervised and home tests, providing results to candidates, and other administrative duties related to testing and admissions.

Steven Szymczak, web coordinator, ext. 114, , StevenS@americanmensa.org
Steven oversees American's Mensa's Internet presence. He works with American Mensa's Web servers to ensure that they are running well and are secure, and serves as a reference and point of focus for Internet issues with both staffers and members. Additionally, he works with the Web Content Coordinator on content issues for AML's Web sites.

Austin Teng, systems coordinator, ext. 113, AustinT@americanmensa.org
Austin coordinates some of the technical aspects of the information systems department, including developing new internal systems, new reports, and statistical extracts. Also, he oversees information request processing, including monthly reports. In addition to dealing with the report maintenance, he also assists with software and hardware configurations and daily staff support.

Appendix C

AMC Job Descriptions and Liaison

Members of the Executive Committee

Composition of the AMC

The AMC is the American Mensa Committee. Essentially, this is the governing board of directors of American Mensa, Ltd. The AMC is comprised of 21 members — 17 are elected and four are appointed.

Of the 17 elected officials, five are elected by the entire membership of AML and are classified as "national officers." These national officers are the Chairman, First Vice Chairman, Second Vice Chairman, Secretary, and Treasurer. In addition, the two most recent Past Chairmen are members of the AMC. The remaining 10 AMC officers are the Regional Vice Chairmen.

One from each of the 10 regions that make up AML. RVCs are classified as "regional officers" since they are elected only by the members of their respective regions.
The four "appointed officers" are selected by the Chairman and ratified by the AMC. These appointed officers are the Membership Officer, Communications Officer, Director of Science and Education and Development Officer.

Duties of Officers

The following job descriptions for the members of the AMC have been developed by the members of the AMC are updated periodically.

Chairman

Overview:

Chief elected officer. Leads and coordinates the activities of the AMC and other volunteers.

Appointment:

Elected by the membership for a two-year term.

Experience/Training needed:

At least one year of service on the AMC is required for Nominating Committee endorsement.
Recent AMC experience is highly desirable. A through knowledge of all programs is necessary.
Good working knowledge of the AML and MIL Constitution, Bylaws and ASIEs and budget are necessary.
Background or experience in legal and risk management issues is helpful.
Training on agenda construction and running large meetings is helpful.
Experience in planning, program evaluation, policy planning and review, and delegation is helpful.
Experience in writing a regular column and reports are helpful.
Comfort and experience speaking before groups is helpful.

General Responsibilities:

Consult with other AMC officers and the Executive Director of AML on a regular basis.
With the help of the Secretary, prepare American Mensa Committee meeting agendas.
Chairs the four meetings of the American Mensa Committee
With the help of the Secretary, prepare agendas for the AML Annual Business Meeting.
Chairs the Annual Business Meeting of the American Mensa at the Annual Meeting
With the ED, prepare the annual MIL report (usually in July).
Give an address each year at the Annual Business Meeting on the State of Mensa.
Evaluate current committees and appointees, and determine which are needed.
Find, evaluate and nominate AMC appointees at the beginning of each year and as vacancies occur.
Evaluate new initiatives and ensure it is clear who will take the lead on new work, and that the work of various committees and appointees is coordinated.
Create new Task Forces or other working groups as necessary.
Respond to members' email, letters and phone calls. Refer them to staff or other officers, depending on the issue. Follow-up when a problem or roadblock is identified.
Signs contract or agreements on behalf of American Mensa.
Serve as first American National Representative to Mensa International Ltd. Meetings. Participate in IBD discussions and decisions during the year.
Serve as a member of the Mensa International Executive Committee, which conducts MIL business between meetings.
Consult with AML volunteers and staff about issues that could affect AML. Pass along MIL information to AML volunteers and staff.
Facilitate communication and coordination between AML and MIL officers, especially when programs interact or overlap.
With the ED and Treasurer, ensure AML and MIL funds are exchanged as required.
Find, evaluate and nominate American Mensans to MIL positions.

Represent American Mensa as a non-voting member of the Mensa Education and Research Foundation Board.
Serve as liaison or on committees of the Mensa Foundation.
Attends Service Club Leaders Conference as American Mensa delegate.

Specific Responsibilities:

Write a column for the *Bulletin* (deadline approximately two months before publication).
Contribute to *InterLoc* and other Mensa publications.
Review the *Bulletin, InterLoc* and Handbooks before publication, ensuring policy is followed. With the ED and CO, work to resolve problems, if any.
Chair of the Executive Committee of AML that conducts business between AMC meetings.
Chair of the Planning and Review Committee that conducts annual evaluations and plans and facilitates planning.
Conduct, receive and compile the annual evaluations. Encourage all AMC members to participate, and inform AMC of the results.
Member of the Finance committee.
Member Ex Officio of all AMC committees and task forces.
Work with AMC appointees to set written goals at the beginning of their service.
Consult with AMC appointees to appoint additional members to committees and teams.
With the incoming Chair and ED, plan training for incoming AMC members and appointees.
Participate and encourage Leadership Development within AML.
Assign AML liaisons to Appointees who are not members of AMC.
Gives out Chair's Awards each year.
Act at coordinator at other awards ceremonies.
Write notes and letters in behalf of AML.
Participate in interviews and other PR activities as requested.

Time and space required:

This position receives a huge amount of mail and email. A large mailbox and high-speed web access are necessary. Time on the telephone can also be considerable. A fax is helpful.
This position needs space for files and work including multiple projects. A dedicated room is strongly recommended.
MIL activities take about 1/3 to 1/2 the time of AML activities.
Chair activities will be intensive in the week the agenda is prepared and before AML and MIL meetings. The position is essentially a full-time job.

Travel and Meetings:

Attendance at AMC meetings (usually 4/year) is automatically budgeted.
Attendance at Mensa Foundation meetings (usually 3/year) is reimbursed by the Foundation.
Attendance at MIL meetings (usually 2 in the first year and 1 in the second year) is reimbursed by MIL.
Attendance at one SCLC meeting/year, usually in late November.
Attendance at the Finance Committee meeting, usually in February.
Attendance at national events, such as Annual Gathering, Colloquium or MindGames.
Other travel, such as visiting the National Office, as necessary. Ensure budget for necessary travel.

Budget:

Expenses are reimbursed, subject to the same guidelines as all AML volunteers.

$1,000 discretionary funding is usually budgeted for use by the Chair during the year.

Subcommittees or appointees:

Facilitate coordination when more than one person or group are working on a common project.
Raise new business for discussion and determine who will take the lead on each item, if additional work is required.
Inquire when reports are not received, and schedule for AMC discussion when necessary.
Inquire when work is not done, and discuss or take other action as necessary.

AMC Liaison:

N/A

National Office Liaison:

ED

First Vice Chairman

Overview:

Backs up the Chairman and assists as requested.

Appointment:

Elected by the membership for a two-year term. May be elected by AMC to fill a vacancy.

Experience/Training needed:

One or more terms on the AMC are useful but not mandatory, though election without such experience is doubtful.

General Responsibilities:

Fills in for Chairman when Chairman is unavailable. Ascends to that position if vacant. Takes the gavel in AMC meetings when the Chairman wishes/needs to take part in the discussion.
Participates in AMC deliberations.
Projects as assigned by the Chairman.

Specific Responsibilities:
As a statutory member of the Executive Committee, deliberates and votes on actions between AMC meetings.
Often a member of several other committees, including as chairman of at least one.
Monitors the LocSec elist.

Time and space required:
Typically ten hours a week. A small office is desired but any quiet workspace with a telephone and file space is satisfactory.

Travel and Meetings:
Four AMC meetings per year, including the AG.
As backup to the Chairman, is usually appointed to the Finance Committee, one meeting a year.
As backup to the Chairman, is usually appointed a National Representative to Mensa International; that entails one three- or four-day meeting per year reimbursed by MIL, and seldom in the US.

Budget:
Travel and administrative expenses, but not separately budgeted.

$500 discretionary funding is usually budgeted for use by the First VC during the year.

Subcommittees or appointees:
Often chairs committees or task forces.
Often serves as liaison to appointees or committee chairs not on AMC.

AMC Liaison:
N/A

National Office Liaison:
Executive Director

Second Vice Chairman

Overview:
Backs up the Chairman and the First Vice Chairman and assists as requested.

Appointment:
Elected by the membership for a two-year term. May be elected by AMC to fill a vacancy.

Experience/Training needed:
One or more terms on the AMC are useful but not mandatory, though election without such experience is doubtful.

General Responsibilities:
Fills in for Chairman when Chairman and First Vice Chairman are unavailable. Ascends to First Vice Chairman position if vacant. Takes the gavel in AMC meetings when the Chairman and First Vice Chairman wish/need to take part in the discussion.
Participates in AMC deliberations.
Projects as assigned by the Chairman.

Specific Responsibilities:
See above.
As a statutory member of the Executive Committee, deliberates and votes on actions between AMC meetings.
Often a member of several other committees, including as chairman of at least one.
Monitors the Area Coordinators elist.

Time and space required:
Typically ten hours a week, although committee work and special projects can add greatly to that. A small office is desired but any quiet workspace with a telephone and file space is satisfactory.

Travel and Meetings:
Four AMC meetings per year, including the AG.

The Second Vice Chairman is often appointed a National Representative to Mensa International; that entails one three- or four-day meeting per year reimbursed by MIL, and seldom in the US.

Budget:
Travel and administrative expenses, but not separately budgeted.

$500 discretionary funding is usually budgeted for use by the Second VC during the year.

Subcommittees or appointees:
Often chairs committees or task forces.
Often liaison to Appointees or Committee Chairs not on AMC.

AMC Liaison:
N/A

National Office Liaison:
Executive Director

Secretary

Overview:
The Secretary prepares agendas, and makes and keeps records of meetings of the American Mensa Committee and of the members' Annual Business Meeting.

Appointment:
Elected by the members for a two-year term.

Experience/Training needed:
Good written communication skills, and general office and computer experience. Ability to work on large documents is necessary.

General Responsibilities:
Prepares the Agenda for American Mensa Committee meetings, with review and approval by the Chairman
Assists other AMC members to prepare complete motions.
Prepares the Agenda for the Annual Business Meeting
Participates in AMC deliberations via e-mail and meetings
Records, prepares, and distributes the Mini Minutes and full Minutes of the meetings of the AMC
Records, prepares, and distributes a summary and full Minutes of the Annual Business Meeting
Works with staff to keep the ASIEs current. Proposes ASIEs to delete to the ExComm or full AMC. Assures the ASIEs are updated after each set of minutes is adopted.
Serves on the Executive Committee, which acts in the place of the AMC between meetings in all matters not reserved for the AMC as a whole
Serves as the American Mensa Ltd. Corporate Secretary as dictated by New York State regulations
Serves as National Representative to the International Board of Directors when appointed by the AMC Chair
Assists the Chair on various matters when requested

Specific Responsibilities:
See above.

Time and space required:
Work at home averages out to about 12 hours a week. A home office with computer and filing space is desirable. The week of the advance agenda preparation and the month following an AMC meeting are very time intensive.

Travel and Meetings:
Four AMC meetings per year, including the Annual Gathering.

Budget:
Travel to AMC meetings is covered and office expenses are reimbursed.

$500 discretionary funding is usually budgeted for use by the Secretary during the year.

Subcommittees or appointees: N/A
Often appointed to be part of, or chair, other committees and task forces.

AMC Liaison:
N/A

National Office Liaison:
Executive Director

Treasurer

Overview:
The Treasurer of the AMC and Finance Committee are responsible for the financial business of AML.

Appointment:
The appointment is automatic by virtue of position.

Experience/Training needed:
Experience or training in accounting is beneficial.

Experience as a local group treasurer is beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report approximately one month before each AMC meeting.
Bring policy matters to the AMC in the form of properly formed motions.
Act as an advisor to the AMC, other committees and staff in matters pertaining to your area of responsibility.
In consultation with the AMC chair, appoint addition members to the committee.
Take action as outlined in charge.

Specific Responsibilities:
Preparation of the annual budget for presentation to the AMC.
Regularly review financial statements.
Monitor revenues and expenditures.
Receive annual audit oversee compliance/recommendations.
Report significant variances from the budget.
Regularly report to the AMC on the financial state of Mensa.
Recommend changes to the budget.
Prepare materials and chair annual budget setting meeting.
Recommend changes/editions to the financial policies.
Review IBD budget and make recommendations to the National Representatives.
Create and update Treasurer's Handbook.
Facilitate training for local group treasurers and others such as LocSecs, SIG Coordinators, and AMC Officers.
Report to the membership during the Annual Business Meeting.

Time and space required:
The position will require moderate time. You should plan to:
Check email every few days, volume will be moderate.
Participate in committee discussions via email; consult occasionally with staff members.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position is funded to attend meetings by virtue of other position held by appointee.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

Budget:
$500 discretionary funding is usually budgeted for use by the Treasurer during the year.

Subcommittees or appointees:

AMC Liaison:
N/A – The Treasurer is a member of the AMC.

National Office Liaison:
Director of Finance
Executive Director

Regional Vice Chairmen

Overview:
The RVC is a voting member of the board of directors of American Mensa Limited ("AML"). The board is named the American Mensa Committee ("AMC"). The RVC also serves as a liaison between AML and the Local Groups, explaining and interpreting national programs and policies to them - making them less mysterious, and communicating their needs and concerns to the national organization.

Appointment:
Elected by members of the RVC's American Mensa region.

Experience/Training needed:
Experience with Mensa activities, especially as a local group officer.
Leadership experience (in and/or outside Mensa)
Excellent oral and written communication skills.

General Responsibilities:
Serves as voting member of the Board of Directors of American Mensa Ltd.
As a Director, the RVC has full fiduciary duties to American Mensa Ltd.
Provides a communication link between the national organization and the members in her/his region.
Informs local members through the local group leaders on matters such as national policy or procedural changes and responds to requests for related information.
Promotes participation in national programs such as CultureQuest®, Gifted Children, SIGHT, scholarships, etc.
Monitors the administration of local groups.
Encourages enhancement and improvements to local group operations.
Performs other duties as assigned or as appropriate; for example, serving on national and/or international committees or being charged with specific projects.

Specific Responsibilities:
Attends AMC meetings at different locations around the country.
May participate, chair or serve as liaison to national committees.
Writes a regular column for publication in the region's local groups' newsletters. Although the printing of the RVC column is optional, it is a parameter in the calculation of the GOTYA award winners.
Attends Regional Gatherings and other local group activities in the region whenever possible.
Approves applications for national recognition of Regional Gatherings (RG)
Promotes Leadership Development Workshops within his or her region.
Promotes bids for Annual Gatherings (AG), Colloquia, Mind Games®, and other national events within his/her region
Appoints regional scholarship chairs, Ombudsman, and others as needed.
Answers correspondence in a timely manner, including requests for information, complaints, etc.
May directly or indirectly support the regional Web page on American Mensa's Web site
Schedules an LDW in the region at least once a year

Time and space required:
The position requires extensive time on a regular basis. Check email regularly. There is a large volume of email from the AMC, the National Office, your Local Group Officers and members. Knowledge of email filters is highly desirable Several gigabytes of free space on the RVC's computer hard drive will be needed. Broadband should be considered - it can be paid (in whole or part) from RVC discretionary funds.
Telephone calls, while usually not frequent, should be answered as soon as possible. The RVC should be aware that many members of the AMC, as well as the national office staff, may be in different time zones.
The position gets a great deal of mail: a system to receive, sort and file them is needed:
local group newsletters, which should be retained for reference;
communications from the national office;
the annual newsletter exchange: every Mensa group sends

a copy to every member of the AMC!
AMC agenda and minutes, handbooks, policy drafts and more.

Travel and Meetings:
The position requires attendance at all meetings of the AMC including the AG. Expenses to attend these meetings are reimbursed as per current financial policies for AMC members.
If the RVC is a member of the Finance or other committees, attendance at additional meetings is expected, for which expenses will be reimbursed as per current financial policies for AMC members.
The position strongly recommends attendance at Regional Gatherings and other local group activities.

Budget:
Each RVC has a budgeted discretionary fund. Timely expense reports must be filed, both for expenses incurred against the RVC funds, as well as those incurred as an AMC officer. RVCs may give discretionary funds to each other. The RVC is responsible for reviewing the expenditures associated with Leadership Development Workshops in the region to ensure that they are authorized and within budget.

Subcommittees or appointees:
The RVC may serve on, chair or be liaison to one or more National Committees.
Some National Committees have designated AMC liaisons, however the position of RVC is not one. If a RVC were to be appointed as an AMC liaison, it would be because she/he is an AMC member, not because she/he is the representative from a particular region.
The RVC can appoint one or more Assistant RVC(s) with the advice and consent of the AMC. Their expenses are reimbursed from the RVC's funds.
The RVC nominates the Regional Scholarship Chair to the Mensa Foundation.
RVCs may appoint other Regional Officers, such as Regional Gifted Children, Proctor or LDW Coordinator(s), if desired.

AMC Liaison:
N/A

National Office Liaison:
All AMC members work with the NO Administrative Assistant re: AMC logistical arrangements. The ED is the other usual NO contact person.

It is likely that a RVC will work with one or more National Office staff in a role as committee member, committee liaison, or committee chair. However RVCs per se do not have National Office Liaisons.

Past Chairmen

Overview:
The immediate Past Chairman of American Mensa holds this position.

Appointment:
Automatic, upon completion of their responsibility as Chairman of American Mensa

Experience/Training needed:
Must be the most recent Chairman of American Mensa.

General Responsibilities:
The Past Chairmen shall be available to accept special projects as requested by the current Chair of American Mensa.
The Past Chairman shall be available to accept special projects as requested by the Executive Director, with the approval of the National Chair.
The Past Chairman shall have the responsibility of assisting in planning orientation for incoming AMC members.
The Past Chairman shall have the responsibility to identify, initiate and evaluate American Mensa internally to identify improvements for the operations of Mensa. These will then be presented to the entire AMC for approval and adoption.
The Past Chairman shall have the responsibility to initiate an evaluate new directions for American Mensa to pursue, either internally or externally. These will then be presented to the entire AMC for approval and adoption.

Specific Responsibilities:
The Past Chairman will be a member of the National Hearings Committee.
The Past Chairman will be a member of the Planning Committee
The Past Chairman will be a member of the Executive Director Review Committee
Though not required, it is advisable to consider the Past Chairman (or the Past Chairman) as liaison to the Nominating Committee and the Elections Committee.

Time and space required:
None

Travel and Meetings:
4 AMC meetings a year.

Budget:
None

Subcommittees or appointees:
None

AMC Liaison:
None

National Office Liaison:
Executive Director

Membership Officer

Overview:
The Membership Officer and Committee coordinates activities relating to members, member benefits and services, retention of members and membership renewals.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group membership officer would be beneficial.

Experience with Mensa activities, especially on the national level would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison appoint additional committee members and establish written goals for the year before the first AMC report is due.
File a written report before each AMC meeting.
Bring policy matters to the AMC as discussion items and properly formed motions.
Act as an advisor to AMC, other committees, local groups, or staff in matters pertaining to your area of responsibility.
Participate as a member of the following committees: Communications.
Monitor and participate in discussions on the Membership Officer e-list.
Participate in discussions on other committee as requested/desired.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Interact/contribute to other positions or committees.
Coordinator the activities of others. These include special projects, such as Colloquium, Group of the Year (GOTA), Leadership Development presentations, Local Membership Officer Workbook, CultureQuest ®, Gifted Children Program, and SIGs officers.

Specific Responsibilities:
Coordinate activities relating to members, member benefits and services, retention of members, membership renewals.
Communications from and to members and AMC on a myriad topics.
Requests from and to the National Office, customarily though the Membership Director of AML, but also with the Executive Director and other staff.
Working with the Membership Director, review the current configuration of various prerequisites to ensure the fullest possible benefits and ascertain whether additional items should be added and consider their recommendation to the AMC. Conduct periodic surveys of members to ascertain their interest and preferences.
Group of the Year. Regularly communicate with members about the rules, means and techniques to improve their competitive standing for GOTYA. Review and revise criteria as needed. Arrange for awards for the five (5) winning Local Groups.
Leadership Development - Be available to all RVCs to speak on topics of interest to their local membership, such as recruiting volunteers, fostering a healthy Local Group, coordinating local membership duties with other key Committee members, fundraising ideas, hosting innovative events and gatherings, etc. Facilitate or give LD workshops at AG. Contribute to *InterLoc*.
Create and develop the Local Membership Officer Workbook (LMOW)- Share some of the best practices currently in use among our Local Groups, create and periodically issue updates to the LMOW. It contains sample wording, ideas, practices and events that work to get members active and to promote renewals and retention.
Assist in the yearly preparation of Membership Renewal letters/postcards, the performance review of certain National Office staff and the Membership Plan.

Time and space required:
The position will require extensive time on a regular basis.
You should plan to:
Check email almost daily, volume will be heavy! Return long-distance phone calls within a few days, monitor various email lists and respond when needed, consult on a regular basis with staff members.

The position gets a large volume of mail, much of which will need to be retained for the files.

The position gets a large volume of emails, much of which should be retained for future reference.

Travel and Meetings:
The position is expected to attend all meeting of the AMC and the Annual Gathering. The position will be funded to attend these meeting as per the financial policies.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

Budget:
You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:
GOTYA
CultureQuest®
SIGs
SIGHT

AMC Liaison:
N/A – Is a member of the AMC.

National Office Liaison:
Membership Director

Communications Officer

Overview:
The Communications Officer shall be responsible for overseeing that the publications of American Mensa including the *Bulletin*, *InterLoc*, the AML Web site, as well as local group publications.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer, editor or webmaster would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

Experience or training in the area of print communication and web technology is essential.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison appoint additional committee members and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Bring communications policy matters to the AMC as discussions items and properly formed motions.
Act as an advisor to AMC, other committees, local groups or staff in matters pertaining to your area of responsibility.
Participate as a member of the following committees: Finance, SIGs, Name and Logo.
Participate in discussions on other committee as requested/desired.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Produce or contribute to publications and leadership development.
Coordinator the activities of others. These include PRP Chair, *InterLoc* Editor, SIGNet Editor, Half-a-Step Ahead Editor and others.
May also serve on other committees that have a connection to communications, such as Membership, Leadership Development, Awards Review, and Information and Privacy, a requested by the AMC Chairman or other committee chairman.

Specific Responsibilities:
Assumes budgetary responsibility for the Mensa *Bulletin*, *InterLoc*, Internet Services along with designated staff budgetary officers.
Oversees the Publication Recognition Program (PRP) including recommending to chair the program for AMC appointment, advising the PRP Chairman regarding PRP rules, monitoring the proper progress of the program, and mediating disputes.
Reviews copies of newsletters for each local group. Advises editors on compliance with rules and regulations, and watches for Name and Logo usage violations. Oversees guidelines regarding the Corporate Subscription Program.
On behalf of the AMC, oversees publication of the Mensa *Bulletin*. Works with the Editor to set publication guidelines and perimeters, and reviews final copy of each issue before publication.
Executive Editor of *InterLoc*. Reviews materials for publication in *InterLoc*. Works with editor to identify and solicit articles. Works with *InterLoc* Editor to set deadlines and other production parameters, and reviews final copy of each issue before publication.
Along with AMC and appropriate committees, develops overall plan for American Mensa's Internet Services and provides clear, well defined, and understandable policies and guidelines.
Facilitates leadership development workshops for the AG. May occasionally make presentations and moderate discussions at LDWs.
Monitors e-lists for Editors, Webmasters, and communications committee(s). Coordinates Newsflash.
Create and maintain Editors and Webmaster's Handbooks.
Consults with Leadership Development Committee on content and design of Officer Handbooks and training manuals.
Is a member of the Name and Logo Committee and works with the committee to insure proper use of the Mensa name and logo in both print and electronic media publications by American Mensa.
The Communications Officer is authorized to make decisions pertinent to American Mensa's Internet Services. The Communications Officer is the designated spokesperson for American Mensa's Internet Services.
Is authorized to make decisions pertaining to the Mensa *Bulle*
Is designated spokesperson for Mensa *Bulletin* and shall provide *Bulletin* Managing Editor with clear directions and

support. Reports to the AMC regarding the operation and function of the Mensa *Bulletin*. Communications Officer, along with the Managing Editor shall have executive authority for volunteer assistants with the right to appoint or relieve, and to give such directions and make such decisions as are required.
Committee shall provide the staff with clear, well defined, and understandable policies and guidelines. The Communications Officer consults with and works with the Internet Services Manager on the National Office staff on matters for which no procedures and guidelines exist or when they are unclear.
Acts as liaison to the AMC for the *Bulletin* Managing Editor, the *InterLoc* Editor, the PRP Chairman, the Communications Services.
Reviews local group newsletters, SIGs newsletters and web sites. Advises editors and webmasters on compliance with rules and regulations, and watches for Name and Logo usage violations.

Time and space required:
The position will require extensive time on a regular basis.
You should plan to:
Check email almost daily, volume will be heavy! Return long-distance phone calls within a few days, monitor various email lists and respond when needed, consult on a regular basis with staff members.

The position gets a large volume of mail, much of which will need to be retained for the files

The position gets a large volume of emails, much of which should be retained for future reference.

Travel and Meetings:
The position is expected to attend all meeting of the AMC and the Annual Gathering. The position will be funded to attend these meeting as per the financial policies.

This committee should plan to meet at each AMC meeting. Other business will usually be conducted via email.

Budget:
You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:
Communications Services Committee
PRP Awards Program
InterLoc Editor

AMC Liaison:
N/A – Is a member of the AMC

National Office Liaison:
Communications Director
Director of Operations

Director of Science and Education

Overview:
The Director of Science and Education shall be the chair or liaison to the Research Review Committee. The Director of Science and Education shall be the main point of coordination with the Mensa Foundation (MERF).

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting. This appointment is usually the Chair of the Mensa Foundation (MERF).

Experience/Training needed:
Experience or training in the area of education, research or charitable organizations would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

Should be a current member of the Mensa Foundation Executive Board.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members , and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Report to the AMC Quarterly on progress toward those goals.
Bring research or education matters to the AMC as discussion items or as properly formed motions.
Act as an advisor to AMC, other committees, local groups, or staff in matters pertaining to technical scientific questions.
Participate in discussions on other committee as requested/desired.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Interact/contribute to the following other positions or committees.
Coordinator the activities of others.

Specific Responsibilities:
Presents information regarding MERF at AMC meetings at the direction of the President of MERF.
Liaison to Research Review Chair.
Oversees the Annual Meeting of the Mensa Education and Research Foundation in the absence of the President of MERF.
Responsible for the review of the *Mensa Bulletin* and *InterLoc*.
Facilitate leadership development through planning LD workshops at the AG, presentations at LDWs and contributions to *InterLoc*.
Serves as a member of the Gifted Children's, Intellectual Events, and Communications committees.

Member of task forces which deal with such issues as privacy protection of Gifted Children, PDQ design, member privacy and research issues.
Promote and coordinate Colloquia and other joint AML/MERF projects.

Time and space required:
The position will require extensive time on a regular basis. You should plan to: Check email almost daily, volume will be heavy! Return long-distance phone calls within a few days, monitor various email lists and respond when needed, consult on a regular basis with staff members.

The position gets a large volume of mail, much of which will need to be retained for the files.

The position gets a large volume of emails, much of which should be retained for future reference.

Travel and Meetings:
The position is expected to attend all meeting of the AMC and the Annual Gathering. The position will be funded to attend these meeting as per the financial policies.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
N/A – The Director of Science and Education is a member of the AMC.

National Office Liaison:
Foundation Director

Development Officer

Overview: The Development Officer will coordinate American Mensa, Ltd's marketing and publicity efforts.
Appointment: The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience with Mensa activities, especially on the national level would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

Experience or training in the area of public relations/marketing is essential.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison appoint additional committee members and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Report to the AMC Quarterly on progress toward those goals.
Bring policy matters to the AMC as discussion items and properly formed motions.
Act as an advisor to AMC, other committees, local groups or staf in matters pertaining to your area of responsibility.
Monitor and participate in discussions on related e-lists.
Participate in discussions on other committee as requested/desired.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.

Specific Responsibilities:
Advise AML marketing staff and AMC members on publicity, recruitment and Mensa's image to the public.
Chair the Marketing Committee, and Licensing Advisory Committee, and participate as a member of the Finance Committee.
Advise local groups, in particular local group public relations officers.
Facilitate training of local group PR officers and other officers. Facilitate or give leadership development workshops at the AG and LDWs. Contribute to *InterLoc.*
Advise on matters where member rights and interests may conflict with the desire to maintain a positive public image for Mensa.
Oversee and facilitate Mind Games, including the appointment of a Chief Judge and selection of a host group, with the Marketing Committee.
Oversee the licensing of American Mensa's name and logo in compliance with SOs.
Serve as a member of the crises talk force designated within the AML Crisis Management Plan.
Authorize, in tandem with the Marketing Director, corporate advertising tie-ins to Mensa.
Participate, as directed by the SO, in the approval of AML's various grant programs related to community outreach – e.g., Project Inkslinger, Literacy Grants.
Serve as a budgetary officer for the marketing budget.
Promote Mensa by conducting interviews with news media, as requested by the marketing staff.
Monitor opportunities for, and promote positive external and internal publicity for Mensa in all areas of AML activities.
Assist in the approval of AML's various grant programs related to community outreach.

Time and space required:
The position will require extensive time on a regular basis. You should plan to:
Check email almost daily, volume will be heavy! Return long-distance phone calls within a few days, monitor various email lists and respond when needed, consult on a regular basis with staff members.

The position gets a large volume of mail, much of which will need to be retained for the files

The position gets a large volume of emails, much of which should be retained for future reference.

Travel and Meetings:
The position is expected to attend all meeting of the AMC and the Annual Gathering. The position will be funded to attend these meeting as per the financial policies.

Budget:
You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:

AMC Liaison:
N/A – Is a member of the AMC.

National Office Liaison:
National Marketing Director

AMC LIAISON

Overview:
Assist volunteers who are not members of the AMC.

Appointment:
Assigned by the AMC Chair.

Experience/Training needed:
Through working knowledge of AMC policies and procedures is essential.

Experience in the program to which you are liaison is highly desirable.

General Responsibilities:
- Generally serves as a committee member. Participate as part of the committee, elist, or discussions.
- Represent the appointee or group when something of relevance is discussed by AMC.
- Bring committee recommendations which need board approval to the AMC ensuring the motions are in the proper format and have the proper information (including financial impact)
- In coordination with the appointee, AMC chair and staff liaison, establish written goals before the first AMC report is due.
- Assist the appointee to file a written report before each AMC meeting. If the appointee does not report, report to the AMC in their stead.
- Assist the appointee to understand and follow AMC policies, including financial, budget and reimbursement policy.
- Orient the appointee and help them with procedures or paperwork, as necessary.
- Assist the appointee to recognize when their work interacts or overlaps with another appointee or committee, and facilitate mutual cooperation.

Specific Responsibilities:
- Coordinate with the AMC chair and Committee chair on appointment of committee members
- Help the appointee review the current program budget and request changes, if any, by the Finance Committee proposal deadline.
- Advise the chair when new appointments are needed.
- Recommend outstanding members to the AMC Chair for appointment to MIL office.

Time and space required:
Little space is required beyond that required by an AMC member.
Time required will be extremely variable, depending on attitude and previous AMC experience of the volunteer, whether the program is established or changing, and activity level of the program.

Travel and Meetings:
There is no travel budgeted for liaisons, although they often attend meetings in other capacities.

Budget:
There is no budget for these activities unless a committee or appointee has a separate budget. Normal AMC expense reimbursements apply.

Subcommittees or appointees:

AMC Liaison:
N/A

National Office Liaison:
Designated by the Executive Director

Appendix D

AML Committees

Types of AML Committees

Committees Established Within the Bylaws of AML — These committees, such as the Executive Committee, the Nominating Committee, the Elections Committee and the Hearings Committee, were effectively established by the membership of AML at the time the pertinent sections of the AML bylaws were approved. In most such cases, the membership of the committee is described and the basic duties or charge of the committee is specified. The AMC is involved in these committees to the degree of appointing the chair and sometimes the members, taking action on recommendations brought to it by these committees, and, as necessary, referring matters to them for study and advice.

(ASIE 2002-154)

(a) An **"ad hoc committee"** is defined as a committee whose period of existence terminates with the AMC that appointed the committee, unless the AMC specifies a shorter period for the committee, or unless the next AMC specifically re-authorizes the committee.

(b) A **"standing committee"** is defined as a committee whose period of existence extends beyond the AMC that appointed the committee. Each incoming AMC appoints committee members, but the committee itself continues from AMC to AMC, pending a review by the incoming AMC that the committee is still needed. Section VII.(3).(a) of the bylaws of American Mensa authorizes the formation of "standing committees" that have at least three AMC members and that may act for the AMC in certain situations. The standing committees referred to in section VII.(3).(a) are a subset of all standing committees, in that they are also action committees.

(c) A **"recurring committee"** is defined as a committee that is not always in existence, but whose existence occurs at set intervals defined in either the bylaws or the AMC action that established the committee. Examples include the Election and Nominating Committees.

(d) An **"action committee"** is defined as a committee that is empowered to act for the AMC between AMC meetings in one or more specified areas. The areas must be specified in the committee's written charge. Each action committee must have at least three members who are AMC members. When the committee acts for the AMC, only AMC members on the committee may vote. When the action committee is not acting for the AMC, non-AMC members on the committee may also vote. Action committees may be ad hoc, standing or recurring, though they will usually be standing committees.

(e) An **"advisory committee"** is defined as a committee that is not empowered to act for the AMC between AMC meetings, but rather advises the AMC regarding possible courses of action. Advisory committees may be ad hoc, standing or recurring.

(f) An **"empowered committee"** is defined as a committee that need not have AMC members, but nonetheless is empowered to act by either the bylaws or the AMC action that established the committee. Committee chairs and members are in most cases appointed by the AMC, but, once appointed, the committee acts at arm's length from the AMC. Examples include the Awards, Election, Hearings, and Nominating Committees. Empowered committees may be ad hoc, standing, or recurring, though they will usually be standing or recurring.

(g) A **"program committee"** is defined as a committee that is empowered to run a specified program area for the AMC. The program area must be specified in the committee's written charge. No requirement exists for AMC members on the program committee. Program committees may by ad hoc, standing, or recurring committees, though they will usually be standing committees.

Current Committees

Some AMC committees, standing and ad hoc, as of April 2005 are listed below. Committees change over time so there may be additional ones not included here; as well, some of these may no longer be in existence.

- Awards
- Bylaws
- Communications
- Community Service
- Election
- Executive
- Finance
- Gifted Children
- Hearings
- Intellectual Events
- Leadership Development
- Licensing
- Literacy
- Membership

- Name and Logo
- Nominating
- Research Review
- Risk Management
- Salny Award
- SIGs Advisory
- Site Selection

Committee charges and procedures to form, modify, or disband a committee are found in Appendix 1 of the ASIE.

The AMC Chairman is an adjunct member of all committees. Each committee should also have a National Office staff member assigned "of counsel." Although personal interest is a factor in volunteering for and seeking committee assignment, special care should also be given to assure all relevant "stakeholders" are represented on each committee.

We discourage new AMC members from assuming too heavy a load of committee assignments, particularly chairmanships, until they know what their AMC workload is going to be.

Awards Committee Chair

Overview:
Solicit and review nominations and make final selection of winners for the National Service Awards.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities, especially on the national level would be beneficial.

General Responsibilities
In coordination with the AMC Chair, AMC liaison and staff liaison appoint additional committee members and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Take action as outlined in charge.

Specific Responsibilities:
Promote the program in Mensa publications soliciting nominations.
Review all nominations and make selection according to the criteria outlined in the SO.
Make recommendation to AMC for Margot Award nominees as appropriate.
Make proper arrangements with National Office staff for plaques and certificates to be presents to winners.
At the AG, present the award winners at the time designated or arrange for appropriate awarded, if recipient is not able to attend the AG.
Publicize awards after they are awarded.

Time and space required:
The position will require an extensive or moderate time commitment, but only during -one portion of the year when your program is active usually January through June. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

This committee will rarely meet in person but will conduct most of its business via email.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage, certificate and plaques.

Subcommittees or appointees:
None

AMC Liaison:
Appointed or Past-Chair of AMC.

National Office Liaison:
Membership Director or other person designated by the Executive Director

1st National Representative

Overview:
The 1st National Representative represents the members of AML at Mensa International Meetings.

Member of the Executive Committee.

Appointment:
The appointment is automatic by virtue of position.

Experience/Training needed:
Extensive AML experience is essential.

MIL experience or training is essential.

General Responsibilities:
In coordination with other AMC members and staff, establish written goals before the first AMC report is due.
File written reports before each AMC meeting.
Participate as a member of MIL committees.
Monitor and participate in discussions on e-lists.
Coordinate all ALM National Representatives.

Specific Responsibilities:
Attend and represent AML at IBD and IGC meetings.
With Executive Director, submit annual MIL National report each July.
Publicize, and nominate American Mensans to MIL positions.
Connect MIL Officers and their AML counterparts.

Time and space required:
The position will require extensive time on a regular basis.
You should plan to:
Check email almost daily, volume will be heavy! Return long-distance phone calls within a few days, monitor various email lists and respond when needed, consult on a regular basis with staff members.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position is funded to attend MIL meetings by virtue of the MIL position held by appointee.

Budget:

Subcommittees or appointees:

AMC Liaison:
N/A

National Office Liaison:
N/A

2nd National Representative

Overview:
The 2nd National Representative represents the members of AML at Mensa International Meetings.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Extensive AML experience at the local and national level is essential.

MIL experience is beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File written reports approximately one month before each AMC meeting.
Participate as a member of committees.
Monitor and participate in discussions on e-lists.

Specific Responsibilities:
Attend and represent AML at MIL Meetings.
Assist 1st National Representative.
Invite MIL Officers to the AML Annual Gathering.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume may be heavy. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.
The position will get only a little email.

Travel and Meetings:
The position is funded to attend MIL meetings by virtue of the MIL position held by appointee.

Budget:

Subcommittees or appointees:

AMC Liaison:
N/A – If a member of the AMC. If not a member of the AMC then the liaison is the AMC Chair.

National Office Liaison:
N/A

3rd & Subsequent National Representatives

Overview:
The 3rd and subsequent National Representatives represent the members of AML at Mensa International Meetings.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Extensive AML experience at the local and national level is essential.

MIL experience is beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File written reports approximately one month before each AMC meeting.
Participate as a member of committees.
Monitor and participate in discussions on e-lists.

Specific Responsibilities:
Attend and represent AML at MIL meetings.
Assist 1st National Representative

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume may be heavy. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.
The position will get only a little email.

Travel and Meetings:
The position is funded to attend MIL meetings by virtue of the MIL position held by appointee.

Budget:

Subcommittees or appointees:

AMC Liaison:
N/A – If member of the AMC. If not a member of the AMC, then the liaison is the AMC Chair.

National Office Liaison:
N/A

Advocate

Overview:
Coordinates with the National Hearings process by pursuing charges of acts inimical to Mensa as deemed necessary.

Appointment:
The position is appointed by the AMC upon the recommendation by Chairman. The term of office is two years.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience or training in the area of mediation, law, or conflict resolution is essential.

General Responsibilities:
Take action as outlined in charge.

Specific Responsibilities:
Act as advisor to members, local groups regarding the hearings process and the advisability of filing of charges against another member.
Review complaints and make the decision to pursue charges on behalf of a member or group.
Acts as complainant in the hearings procedures.
Follow all procedures as outlines in the bylaws and ASIEs regarding national hearings.

Time and space required:
The position requires a relatively small amount of time to respond to occasional emails and promote the program.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:
None

AMC Liaison:
Past Past Chair

National Office Liaison:
Designated by the Executive Director

Annual Gathering Chair

Overview:
Chair of the Committee which puts on a specific American Mensa Annual Gathering

Appointment:
Appointed by AMC. Appointment starts when the AG bid is accepted and continues through the AG and submission of reports after the AG.

Experience/Training needed:
Experience in conference planning is required.
Experience in Mensa Gatherings and attendance at AML Annual Gatherings in highly recommended.
Experience in leading a large committee or work group or project management is very helpful.
Ability to delegate duties.
Ability to set and enforce timelines.
Ability to juggle (people, flames, buzz saws)
Ability to maintain a calm, rational voice.
Ability to herd cats.
Willingness to work with/trust experts.
Exceptionally thick skin.
An understanding family and/or personal support network.
A large supply of Xanax or Valium.
Five pints of autologous blood donation supplies in storage.
A few extra (people) right arms and left arms.
The patience of a Saint.
The willingness to be personally dissected and to have every decision dissected (including what color your undies are on any particular day) -- by the same 15-20 non-productive people -- and retain the ability to smile and continue on with business.
The willingness to LISTEN with an open mind when a good suggestion is made.
The ability to tell the difference (between the last two.)

General Responsibilities:
Submit a bid to AMC to request selection as the host for an American Mensa Annual Gathering, preferably three years before the event.
Report to AMC before each meeting and monthly for the final year.
Build and coordinate an AG committee.
Lead communication before the event.
Coordinate others during the event.
Lead the group to analyze and report after the event, including suggestions for future AG Committees.

Specific Responsibilities:
Get local group board approval before submitting AG Bid.
Working with the local group(s) (if any), coordinate a bid package and submit it to AMC by the due date for the AMC meeting where approval is requested.
While not absolutely required, coordination with the Site Selection Committee, Corporate Counsel, and National Office staff while preparing the bid is beneficial.
Obtain signatures from the local group(s) and AML on the host and hotel contract.
Seek key committee members.
With them, seek additional volunteers.
Build a method of communication for the committee.
Arrange Annual Gathering Committee meetings.
Set up and publicize financial policies and procedures for volunteers.
Oversee ongoing publicity for the event.
Work closely with the hotel liaison re: space for functions and other hotel arrangements.
Work with the NO staff to coordinate AML and MERF functions at the AG.
Work with the AG Leadership Development Coordinator to coordinate the LD track.
Act as triage manager during the Annual Gathering.
Lead and coordinate reporting to the AMC.
Note: Detailed reports and timelines from recent AGs are available.

Time and space required:
10-50 hours are usually necessary to complete an AG bid.
Time spent in early stages is moderate.
Time increases as the AG nears, especially in the final year before the event. 40 hours/week can be necessary in the final months.
A substantial amount of space such as a home office is very helpful.

Travel and Meetings:
There is no AML funding provided for this position.
Necessary travel is usually funded from the account for the Annual Gathering. Seed money is available from AML if necessary, by request.
Attendance at AGs before the bid and after being appointed as a future AG host are highly recommended.

Budget:
No funds are included in the AML budget. Each Annual Gathering pays expenses out of revenue, according to procedures set by that AG committee.

Subcommittees or appointees:
Multiple persons needed for the following:
Programs

Workshops, tours, entertainment, Kids' Trek, publications, logistics, Mensa Boutique
Hospitality
Food, beverages, storage (pre-AG and on-site), shipping, acquisition and purchasing
Registration
Acceptance and acknowledgement, gift bags/procurement, equipment, publications
Single person need for each of the following:
Hotel liaison
Treasurer

AMC Liaison:
Appointed by the Chair of AML. Often someone on the AG committee or the RVC for the region.

National Office Liaison:
Designated by the Executive Director

AG LDW Coordinator

Overview:
The AG LDW Coordinator coordinates the LD workshops at the Annual Gathering.

Appointment:
The position is appointed annually by the AMC upon recommendation by the Chair and Leadership Development Committee Chair for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

Experience planning and attending LDWs is beneficial.

General Responsibilities:
In coordination with the AMC chair, Leadership Development Chair, LDW Guide Editor, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Take action as outlined in charge.
Follow and implement AMC ASIEs regarding LDWs.
Member of the Leadership Development Committee.

Specific Responsibilities:
July-Sept.

- Review feedback forms from the previous year's AG LDWs
- Review what workshops have been presented the past few years to avoid duplication (unless something was so popular you want to repeat it).
- Communicate with the AG committee to be sure you have rooms, and how many each will hold. If possible, ask to be part of the regular speaker layout.

Sept.-Dec.

- Ask AMC members and staff what topics they feel need to be addressed in a workshop.
- Use *InterLoc* or elists to ask others for suggested topics or speakers.
- Contact four AMC appointed officers to see if they will do a workshop.
- Contact National Office AG liaison to see what workshops they want to do.
- Contact the Supervisory Psychologist to see what Proctor training is planned, and arrange rooms as necessary. (We have been doing training just before the proctored test at the AG, which may be on Saturday or Sunday.)
- Decide if there will also be informal "Meet 'N Greets". Decide if you or someone else will schedule them. If a separate person, you must coordinate your scheduling. We have often used the SIGs room for these too.
- Start lists of edresses and phone numbers of all speakers. Ask if they have schedule preferences (i.e. I hate early mornings), other events they must attend (i.e. MERF reception Thursday 4-6pm), and when they will arrive and leave the AG, and what equipment they will need.

Jan.-Mar.

- Ask RVCs and LDW Coordinator what regional LDW workshops have been getting really good reviews. Contact the presenter(s) to see if they will do it at the AG.
- Coordinate with AMC appointee or NO staff whenever you are asking someone else to do a workshop in someone's "potato patch".
- Track down speakers for topics that you want to have, but need a presenter.
- Reconfirm with volunteers who agreed to do something already.
- Confirm with the AG committee exactly what they want for their booklet, in what format, and by when. Inform all speakers of same with a week earlier deadline at least, to you.
- Find out who the AG committee wants you to contact for various things. (Sometimes one person, sometimes different people for booklet copy, room

info., equipment etc.) NO staff will often already have this or help coordinate this.
- Start PR re: the workshops at the AG. *InterLoc* articles, columns and inclusion in mailings to LocSecs or targeted groups ("we are having a great program for treasurers this year..."), and asking RVCs to mention it in their column are all good.

Mar.-June
- Collect your program descriptions (and speaker biographies, if requested), proof and coach on good workshop titles or descriptions as necessary. Decide which program goes where based on room sizes, equipment needed, and speaker schedule. If there is time, forward the proposed schedule for proofing by the speakers. Forward to the AG contact.
- Ask the AG committee to let you proofread the program. (Some years, they can't get it together in time for this. But when you can, I almost always found corrections.)
- Arrange with LD Chair and NO for needed equipment. Be sure to check if there will be a charge, and ok it with the LD Chair.
- Send specific instructions to speakers about attendance sheets, evaluations, time and place of presentations, confirmations of requested equipment, policy on reimbursement of expenses for copies of expenses, for copies, etc. (there is a letter for this)
- Get copies of AML release for presenters.
- Arrange for thank you certificates for the presenters. Some years, the AG speaker chair makes them for all speakers, including ours. If they don't, arrange for NO (or someone) to do them and bring them to the AG.
- With LD Chair, decide if you will do a feedback form. If you decide to, prepare and duplicate it. (LDW Coordinator has samples.)
- Arrange for someone to be in each room to collect a set of all handouts and release forms from the presenters.
- Also hand out and collect feedback forms, if you decide to use them.
- If needed, arrange for someone to be in each room to get each speaker going, and do the thank you at the end. (Most AG/LDW speakers are very experienced, and need little assistance.)

After the AG
- Be sure the LDW Coordinator gets the handouts and NO gets the release forms.
- Follow-up articles for *InterLoc* are nice.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

See also attached annual timeline.

Travel and Meetings:
This position is expected to attend the AG, and some expenses are currently budgeted.

Budget:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding

You may request funding from the AMC ExComm through your liaison.

Subcommittees or appointees:

AMC Liaison:
By appointment

National Office Liaison:
Membership Director, National Groups Coordinator, or other person designated by the Executive Director

Assistant Gifted Children Program Coordinator

Overview:
The Assistant Gifted Children Program Coordinator assists the National Gifted Children Program Coordinator.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience or training in the area of gifted children, education, or psychology is essential.

General Responsibilities:

In coordination with the National Gifted Children Program Coordinator, establish goals for the year.
Report to the AMC Quarterly on progress toward those goals.
Via your AMC liaison recommend action, policy changes or new policy to the AMC
Act as an advisor to AMC, other committees and staff in matters pertaining to your area of responsibility.
Participate in discussions on other committee as requested/desired.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Produce or contribute to the following publications.
Interact/contribute to the following other positions or committees.
May coordinate the activities of others.

Specific Responsibilities:

As directed by AMC Chair and Gifted Children Chair.

Time and space required:

The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:

There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.
Subcommittees or appointees:

AMC Liaison:

Membership Officer

National Office Liaison:

PR Manager or other person designated by the Executive Director

Assistant Mensa WorldConnect Coordinator

Overview:

The Assistant Mensa WorldConnect Coordinator assists the Mensa WorldConnect Coordinator.

Appointment:

The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:

A general understanding and appreciation of Mensa and the willingness to learn are all that is required.

General Responsibilities:

In coordination with the Mensa WorldConnect Coordinator, establish written goals before the first AMC report is due.
File a written report approximately one month before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.

Specific Responsibilities:

As assigned by Chairman.
Assist Mensa WorldConnect Chairman.

Time and space required:

The position requires a relatively small amount of time to respond to occasional emails and promote the program.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

You may request funding from the AMC ExComm through your liaison.

Subcommittees or appointees:

AMC Liaison:
By Appointment

National Office Liaison:
National Groups Coordinator or other person designated by the Executive Director

Assistant Nominating Committee Chair

Overview:
The Assistant Nominating Committee Chair, assists the Nominating Committee Chair.

Appointment:
The position is appointed by the AMC upon recommendation by the Chair. The position will be discharged following the completion of the project or event.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.
Experience with Mensa activities, especially on the national level would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

General Responsibilities:
In coordination with the Nominating Committee Chair, establish written goals before the first AMC report is due.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Take action as outlined in charge.

Specific Responsibilities:
Assist the Nomination Committee Chair and assume the Chair's duties, if necessary.

Time and space required:
The position will require an extensive or moderate time commitment, but only during -one portion of the year when your program is active. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a large volume of emails, much of which should be retained for future reference.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:

AMC Liaison:
Past Chairman

National Office Liaison:
Director of Operations or other person designated by the Executive Director

Assistant RVC

Overview:
Assist the RVC in a particular region.

Appointment:
Nominated by the RVC, approved by AMC.

Experience/Training needed:
Local group experience helpful.

Experience in the assigned area of work very helpful.

General Responsibilities:
Duties as assigned by the RVC. Often backs RVC up when the RVC is not available.

Specific Responsibilities:
RVCs often assign Assistant RVCs specific area(s) of responsibility such as:
- Regional LDW Coordinator
- Regional Gifted Children Coordinator
- Regional Proctor Coordinator

(Note: Regional Scholarship Chair is a Mensa Foundation appointment, not an AMC appointment.)

Time and space required:
Time and space necessary will depend on the duties assigned.

Travel and Meetings:
This position is not funded to attend any meetings.

Budget:
The expenses of the Assistant RVCs come entirely out of the RVC's budget.

Subcommittees or appointees:
As assigned by the RVC.

AMC Liaison:
Appointing RVC

National Office Liaison:
Designated by the Executive Director

Assistant SIGHT Coordinator

Overview:
The Assistant SIGHT Coordinator assists the National SIGHT Coordinator.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
A knowledge of the SIGHT Guidelines and philosophy is essential.

Experience as a local SIGHT Coordinator is essential.

Experience as a Local Secretary is desirable.

Interest in other countries and cultures is beneficial.

General Responsibilities:
In coordination with the SIGHT Coordinator, establish written goals before the first AMC report is due.
File written reports before each AMC meeting.
Monitor and participate in discussions on the e-lists.

Specific Responsibilities:
Monitor, coordinate, react and respond to e-mail list posts, and pass along news from National SIGHT Coordinator.
Assist SIGHT Coordinator with duties.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

This committee will rarely meet in person but will conduct most of its business via email.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:

AMC Liaison:
By appointment.

National Office Liaison:
National Groups Coordinator or other person designated by the Executive Director

Bylaws Committee Chair

Overview:
The Bylaws Committee Chair is responsible for approving local group bylaws and changes to same on behalf of the AMC, as well as for making recommendations to the AMC for changes to the AML Bylaws as necessary.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting. Must be an AMC Member.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members and establish written goals before the first AMC report is due.

File a written report before each AMC meeting.
Act as an advisor to AMC, other committees, local groups or staff in matters pertaining to your area of responsibility.
Take action as outlined in charge.

Specific Responsibilities:
Approves the formation of new Local Groups and Local Group bylaws.
Approves amendments to Local Group bylaws including Local Group name changes.
Periodically examining the bylaws of American Mensa, Ltd. and recommending any changes to the AMC.
Reviews all proposed amendments to the bylaws of American Mensa, Ltd. against technical and formal requirements.
Examining proposed amendments to the bylaws of American Mensa, Ltd. and issuing recommendations (pro/con) regarding same.
Reviews and updates the Minimum Standard Bylaws for Local Groups and Model Bylaws as needed/desired.
Ensures that MIL approval is obtained in a timely manner on national bylaw changes prior to being balloted.
Communicates proposed changes to the Election committee for balloting in accordance with procedures.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position is funded to attend meetings by virtue of other position held by appointee.

The position is strongly encouraged to attend the Annual Gathering, and usually presents a workshop or coordinates a get together at the AG.

This committee will rarely meet in person but will conduct most of its business via email.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
N/A – Is a member of the AMC.

National Office Liaison:
National Groups Coordinator or other person designated by the Executive Director

Colloquium Chair

Overview:
Chair of the Committee that puts on a specific Colloquium

Appointment:
Jointly appointed by AMC and the Mensa Foundation. Appointment starts when the Colloquium bid is accepted and continues through the Colloquium and submission of reports after the event.

Experience/Training needed:
Experience in conference planning is required.
Experience in Mensa Gatherings and attendance at a Colloquium are highly recommended.
Experience in leading a committee or work group or project management is very helpful.

General Responsibilities:
Work with the AMC Intellectual Events Committee chair, Mensa Foundation and staff to prepare a bid.
Submit a bid to the AMC Intellectual Events Committee Chair and the Mensa Education and Research Foundation to request selection as the host for a Colloquium, preferably two years before the desired event date.
Report to AMC and the Foundation before each meeting and monthly for the final year.
Build and coordinate a Colloquium committee.
Lead communication before the event.
Coordinate others during the event.
Lead the group to analyze and report after the event, including suggestions for future Colloquium Committees.

Specific Responsibilities:
Get local group board approval before submitting Colloquium Bid.
While not required, coordination with the Intellectual Events Committee, Corporate Counsel, and National Office staff while preparing the bid is beneficial.
Working with the local group, complete a bid package and submit it to AMC Intellectual Events Committee Chair in time to process before by the due date for the AMC meeting where approval is requested. (The AMC agenda is due 30 days before the meeting. The IE committee needs time before that to evaluate and assist if they are to recommend the bid.)

Working with the local group, submit a bid package to the Mensa Education and Research Foundation before the due date for the Foundation where approval is requested. (The Foundation has no required format, but has always accepted the bid in the required AMC format.)
If endorsed by both, obtain signatures from the local group(s) and AML on the host and hotel contract.
Obtain written contracts with all speakers, including specific details of what is to be reimbursed or paid. (Sample contracts are available and the AML Corporate Counsel is available to help.)
Seek key committee members.
With them, seek additional volunteers.
Build a method of communication for the committee.
Arrange Colloquium Committee meetings.
Set up and publicize financial policies and procedures for volunteers.
Arrange a Facilitator trainer and seek volunteers. Set a training session for facilitators before the event.
Oversee ongoing publicity for the event.
Work closely with the hotel liaison re: space for functions and other hotel arrangements.
Work with the NO staff to coordinate AML and MERF functions at the event.
Act as triage manager during the Gathering.
Lead and coordinate reporting to the AMC and MERF.
Note: Detailed reports and timelines from recent Colloquia are available from the National Office.

Time and space required:

10-50 hours are usually necessary to complete a Colloquium bid.
Time spent in early stages is moderate, not unlike an RG.
Time increases as the Colloquium nears, especially in the final year before the event. 40 hours/week can be necessary in the final weeks.
A substantial amount of space such as a home office is very helpful.

Travel and Meetings:

There is no AML funding provided for this position.
Necessary travel is usually funded from the account for the Colloquium. Seed money is available from AML or the Foundation, if necessary, by request.
Attendance at Colloquia before the bid and after being appointed as a future Colloquium host are highly recommended. Travel costs can be built into the proposed event budget.

Budget:

No funds are included in the AML budget. Each Colloquium pays expenses out of revenue, according to procedures set by that Colloquium committee.

Subcommittees or appointees:

Multiple persons needed for the following:
Speakers, facilitators, publications, logistics and publicity
Hospitality, including food, beverages, storage (pre-Colloquium and on-site), shipping, acquisition and purchasing. (Note: The Colloquium package usually includes meals provided by the hotel, which greatly reduces the amount of supplies and volunteer hours needed.)
Registration including acceptance and acknowledgement.
Note: The National Office has a list of services available to assist the host group.

Single person need for each of the following:
Hotel liaison
Treasurer
Transportation if the facility does not include transportation from the airport.

AMC Liaison:

Appointed by the Chair of AML.
Often someone on the Colloquium committee or the RVC for the region.

National Office Liaison:

Designated by the Executive Director

Community Activities Program Chair

Overview:

The Community Activities Program Chair solicits and reviews nominations and makes final selection of winners for the Community Activities Program.

Appointment:

The position is appointed annually by the AMC upon recommendation by the Chair and Community Services Committee Chair for a one-year term ending with the next annual business meeting.

Experience/Training needed:

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

General Responsibilities:

In coordination with the AMC chair, Community Services Chair, AMC liaisons and staff liaison, appoint additional committee members, and establish written goals before the first AMC report is due.
File a written report before each AMC meeting
Take action as outlined in charge.

Specific Responsibilities:

Promote the program in Mensa publications and solicit nominations.

Review all nominations and make selection according to the criteria outlined.
Select committee to review nominations.
Make proper arrangements with National Office staff for certificates.
At the AG, present the award winners at the time designated or arrange for appropriate award, if recipient is not able to attend the AG.
Publicize awards after they are awarded.

Time and space required:
The position will require an extensive or moderate time commitment, but only during -one portion of the year when your program is active generally January through June. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:
None

AMC Liaison:
By appointment

National Office Liaison:
National Marketing Director or other person designated by the Executive Director

Community Services Committee Chair

Overview:
Coordinate current Community Services activities carried on by American Mensa with groups outside of Mensa.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting. Must be a member of the AMC.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members, and establish written goals before the first AMC report is due.
File a written report approximately one month before each AMC Meeting
Bring policy matters to the AMC.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Produce or contribute to publications and leadership development.
Coordinator the activities of others.

Specific Responsibilities:
Coordinate current Community Services activities carried on by American Mensa with groups outside of Mensa.
Develop activities with groups outside of Mensa.
Bring any proposed agreements to AMC for approval.
Via CAP Awards Program recognize local groups for outreach programs.
Oversee, assist and if on AMC, usually liaison to these programs: Literacy, Inkslinger and CAP programs, and communicate to AMC.
Promote positive PR for Mensa through these programs and activities.
Report successful programs to Membership Officer, Development Officer, and Marketing Director.

Time and space required:
The position requires a relatively small to moderate amount of time to respond to occasional emails and promote the program.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are

always welcome to attend any meeting of the AMC without unding.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
Appointed by the Chair

National Office Liaison:
National Marketing Director or other person designated by the Executive Director

Corporate Counsel

Overview:
The Corporate Counsel contracts for meetings, equipment purchases, leases and other corporate needs as the AMC or National Office may request.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience or training in the area of contracts and corporate law is essential.

General Responsibilities:
In coordination with AMC Chair, AMC liaison and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Act as an advisor to AMC, committees and staff in matters pertaining to your area of responsibility.

Specific Responsibilities:
Review contracts for meetings, equipment purchases, leases and other corporate needs as the AMC or National Office may request.
Supplement the legal services of the AMC Intellectual Property Counsel.
Supplement the legal services of the AMC Interpretive Counsel.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
AMC Chair

National Office Liaison:
Executive Director

CultureQuest® Coordinator

Overview:
Develop, publicize and judge CultureQuest annually.

Appointment:
The position is appointed by the AMC upon recommendation by the Membership Officer. The position will be discharged following the completion of the project or event.

Experience/Training needed:
Experience with Mensa activities, especially on the national level would be beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish goals for the year.

File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Take action as outlined in charge.

Specific Responsibilities:
Design the CultureQuest time line.
Develop the questions and answers used in CultureQuest.
May empanel any reasonable number of Mensans or non-Mensans to assist in developing the CultureQuest, with the understanding that the panel members will not be participants in that year's Test.
Oversee development of publicity in *InterLoc*, *Bulletin* and on the web prior to the test.
Oversee all aspects of CultureQuest format, content, volume, structure and grading.
Coordinate with Staff for the receipt of the entry fees, printing, packaging, mailing, receiving of the test, and payment of awards.
Develop a judging team of at least two other members.
Score and notify teams of score.
At the AG, present the award winners at the time designated or arrange for appropriate award, if recipient is not able to attend the AG.

Time and space required:
The position will require an extensive or moderate time commitment, but only during -one portion of the year when your program is active from November through May. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:

AMC Liaison:
Membership Officer

National Office Liaison:
Membership Director or other person designated by the Executive Director

Election Committee Chair

Overview:
The Election Committee Chair is responsible for the conduct of AML elections for candidates and bylaw changes.

Appointment:
The position is appointed by the AMC upon the recommendation by Chairman. The term of office will be stated in the appointment.

Experience/Training needed:
Experience with Mensa activities, especially on the national level would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

Impartiality is necessary. Perceived impartiality is rightly beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals for the year before the first AMC report is due.
In consultation with the Chair and liaisons, recommend additional committee members at the next AMC meeting.
File a written report prior to each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
In consultation with the AMC chair, appoint addition members to the committee.
Take action as outlined in charge.

Specific Responsibilities:
Responsible for the conduct of elections for candidates and bylaw changes.
Create, update and publicize a detailed Code of Election Procedures.
Publish the names of the nominees from the Nominating Committee.
Approve a brief biography of each candidate.
Submit and approve *Bulletin* publication of election material.

Time and space required:
The position will require an extensive or moderate time commitment, but only when elections are pending. During this time you will need to check email regularly and consult

with liaisons and national office staff to coordinate program details as needed.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a large volume of emails, much of which should be retained for future reference.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position usually from October in an even number year through the following August. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

Budget:
You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:

AMC Liaison:
Appointed by the Chair

National Office Liaison:
Executive Director or other person designated by the Executive Director

Executive Committee Chair

Overview:
The Executive Committee acts in the place of the AMC between meetings in all maters not reserved for AMC as a whole, or delegated elsewhere.

Appointment:
The appointment is automatic by virtue of position.

Experience/Training needed:

General Responsibilities:
Establish written goals before the first AMC report is due.
File a written report approximately one month before each AMC meeting.
Bring policy matters to the AMC.
Act as an advisor to staff, AMC or other committees in matters pertaining to your area of responsibility.
Take action as outlined in charge.

Specific Responsibilities:
Oversee the routine and ordinary business of American Mensa.
Act in the place of AMC between meetings.
Explore new issues and emerging topics.
Report actions taken by the Committee at the next AMC meeting.

Time and space required:
The position will require extensive time on a regular basis. You should plan to:
Check email almost daily, volume will be heavy! Return long-distance phone calls within a few days, monitor various email lists and respond when needed, consult on a regular basis with staff members.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position is funded to attend meetings by virtue of other position held by appointee.

This committee should plan to meet at least twice during the year at AMC meetings. Other business will be conducted via email.

Budget:
You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:

AMC Liaison:
N/A – The AMC Chair is a member of the AMC

National Office Liaison:
Executive Director

Gifted Children Program Outreach Coordinator

Overview:
The Gifted Children Program Outreach Coordinator assists the National Gifted Children Program Coordinator with routine contacts by members and the public which do not require a professional response.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.
Experience or training in the area of gifted children, education, or psychology is essential.

General Responsibilities:
In coordination with the AMC chair, National Gifted Children Program Coordinator, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting
Participate in discussions on other committee as requested/desired.
Produce or contribute to publications and leadership development.
Gifted Children Committee Member.
Monitors mail and email correspondence to GiftedChildren@us.mensa.org.
Respond to basic inquiries, rotate inquiries requiring more advice or support to other volunteers.
Maintain web-based filing system of inquiries and responses.
Monitor and coordinate information flow between and among National Gifted Children team and local Gifted Children Program Coordinators.
Strategic planning in looking for alliances with other groups committed to the development of gifted children.
Report to the National Gifted Children Program Coordinator.

Specific Responsibilities:
As directed by AMC Chair and Gifted Children Chair.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:

AMC Liaison:
Membership Officer

National Office Liaison:
PR Manager or other person designated by the Executive Director

Gifted Children Program Coordinator/ Gifted Children Committee Chair

Overview:
The National Gifted Children Program Coordinator and committee review and advise AMC and staff on all aspects of participation by minors.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience or training in the area of gifted children, education, and psychology is essential.

An advanced degree in a related area is beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members, and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
In consultation with the AMC chair, appoint addition members to the committee.
Via your AMC liaison recommend action, policy changes or new policy to the AMC and National Representatives.

Act as an advisor to staff, AMC or other committees in matters pertaining to your area of responsibility.
Participate in discussions on other committee as requested/desired.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Produce or contribute to publications and Leadership Development.
Interact/contribute to other positions or committees, such as Membership and Risk Management.

Specific Responsibilities:

Maintains and develops the Gifted Children Program to be of value to child Mensans and their families and the children of adult Mensans.
Provide information, resources and referrals for whole family activities, Local Group calendar events and informational resources for members, children of members, educators, the press, other gifted children associations and the public.
Assists AML in establishing, implementing and revising information issues and policies regarding children.
Oversees the Gifted Children Committee and team.
Coordinates with each AG Committee about Kids Trek, Teen or Tween activities at the AG.
Represent AML to other Associations for the Gifted, and the media.
Assists with the budgetary plans for the GCP.
Works with coordinators for Kids Trek, Local Group Gifted Children Coordinators, and the MERF Foundation as needed.
Develop and present presentations relevant to the Program at AGs and LDWs.
Approve Local Group Gifted Children Coordinators.
Communicate and coordinate with Mensa International Gifted Children Coordinator.

Time and space required:

The position will require moderate to extensive time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:

The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

The position is strongly encouraged to attend the Annual Gathering, and usually presents a workshop and coordinates a get together at the AG.

Budget:

You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:

AMC Liaison:

By appointment

National Office Liaison:

PR Manager or other person designated by the Executive Director

Handbook Coordinator

Overview:

The Handbook Coordinator facilitates the developing and updating of AML handbooks.

Appointment:

The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:

Experience or training in the area of education or training adults would be beneficial.
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience with LDWs material and writing training is beneficial.

General Responsibilities:

In coordination with the AMC chair, Leadership Development Committee Chair, LDW Coordinator, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Produce or contribute to publications and leadership development materials.
Interact/contribute to many other positions and committees.

Specific Responsibilities:

Work with the LDW Chair and committee to identify subject areas for new LDW Handbook modules.

Collect notes and handouts from outstanding AG and LDW workshops and work with the presenter to make them into LDW modules.
Seek content experts for the other subject areas identified in #1, and work with the experts to produce workshop outlines which identify a list of essential and other suggested points to cover. Request any relevant handouts.
Vet the completed list of points with other AMC officers or experts in the area being addressed.
Convert the points into Learning Objectives and key points to cover (an LDW module).
Provide the LDW Coordinator and NO with any related handouts to go with the module.
Add to the LDW modules regularly (5-10/year).
In concert with the LDW Coordinator, LDW Chair and committee, periodically edit and update the entire handbook.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Subcommittees or appointees:

AMC Liaison:
By appointment

National Office Liaison:
Communications Director or other person designated by the Executive Director

InkSlinger Coordinator

Overview:
The *InkSlinger* Coordinator promotes gathering books through local groups of AML and donations to organizations in need of reading material.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
A general understanding and appreciation of Mensa.

Local group and PR experience is helpful.
Love of books and reading is beneficial.

General Responsibilities:
In coordination with the AMC chair, Community Services Chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.

Specific Responsibilities:
Promote Project Inkslinger at gatherings, and through publications, and leadership development.
Provide responses to inquiries on Project Inkslinger.
Facilitate location of projects that are in need of books.
Recommend and locate books for suitable projects.
Promote positive PR for Mensa, through the Inkslinger Program.
Member of the Community Services Committee.

Time and space required:
The position requires a relatively small amount of time to respond to occasional emails and promote the program.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

The position is strongly encouraged to attend the Annual Gathering, and usually presents a workshop or coordinates a get together at the AG.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:

AMC Liaison:
By appointment

National Office Liaison:
National Marketing Director or other person designated by the Executive Director

Intellectual Events Committee Chair

Overview:
The Intellectual Events Committee Chair promotes Intellectually, focused activities at the national, regional and local levels.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the ext annual business meeting.

Experience/Training needed:
Experience with Mensa activities at the local and national level would be beneficial.

Passion and experience in intellectual events is beneficial.

General Responsibilities:
In coordination with the AMC Chair, AMC Liaison, and staff liaison, appoint additional committee members, and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.

Specific Responsibilities:
Coordinate current intellectual activities in American Mensa.
In coordination with the Mensa Foundation (MERF), jointly develop and support annual Colloquia.
Develop new intellectual activity ideas and publicize them.
Encourage more intellectual events at the local, regional and national levels.

Time and space required:
The position requires a relatively small to moderate amount of time to respond to occasional emails and promote the program.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

Budget:
You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:
None

AMC Liaison:
Director of Science and Education

National Office Liaison:
Foundation Director or other person designated by the Executive Director

Intellectual Property Counsel

Overview:
Assist Mensa with the protection and registration of its name, logo and other intellectual property.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience or training in the area or intellectual property law is essential.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish goals for the year.
File a written report before each AMC meeting.
Report to the AMC Quarterly on progress toward those goals.

Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Act as an advisor to the AMC, other committees and staff in matters pertaining to your area of responsibility.
Interact/contribute to the following other positions or committees: Name and Logo Committee, Licensing Committee.

Specific Responsibilities:
Assist Mensa with the protection and registration of its name, logo and other intellectual property.
Review all matters involving the licensing of the Mensa name or its mark.
Advise the Name and Logo Committee and Licensing Committee.
Supplement the legal services of the AMC Interpretive Counsel.
Supplement the legal services of the AMC Corporate Counsel.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
AMC Chair

National Office Liaison:
Executive Director or other person designated by the Executive Director

InterLoc Editor

Overview:
The *InterLoc* Editor edits *InterLoc*, which is the primary vehicle of communication between all AML Officers and volunteers.

Appointment:
The position is appointed by the AMC upon the recommendation by the Chair and Communications Officer. The term of office wil be stated in the appointment.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience with Mensa activities, especially on the national level would be beneficial.

Experience or training in the area of editing and producing publications is essential.

Familiarity with relevant AMC ASIEs is needed.

Good editorial judgement and management skills are essential.

Equipment Needed:
Personal computer, word-processing and layout software, email site with archive capability, large up and down load capability, DSL.

AP style manual.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Participate as a member of publications related committees and e-lists.
Monitor and participate in discussions on related e-lists.

Specific Responsibilities:
Designs, edits and compiles *InterLoc*.
Be familiar with AMC policy and ensure that required items are printed.
Read Mensa World and reprint articles of interest to US officers.
Read local and international newsletters, elists, and web sites to identify topics for discussion and articles worth reprinting.
Review AMC reports and minutes to identify potential *InterLoc* articles.
Solicit quality articles for *InterLoc*.

Work with AMC to ensure that all necessary information is communicated.
Work with local officers to ensure that all necessary information is communicated.
Coordinate printing with the National Office Staff.

Time and space required:
The position will require a lot of time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get a large amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a large volume of emails, much of which should be retained for future reference.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

Attendance at the AG is beneficial.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:
As determined by AMC Liaison.

AMC Liaison:
Communications Officer

National Office Liaison:
Communications Director or other person designated by the Executive Director

Interpretive Counsel

Overview:
Advise and interpret AML Bylaws, Mensa Constitution and policy issues as they pertain to the governance of AML, the AMC and its local groups.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities, especially on the national level would be beneficial.

Experience or training in the area of law is essential.

General Responsibilities:
In coordination with the AMC Chair, AMC liaison and staff liaison, establish a written goals before the first AMC meeting.
File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Act as an advisor to the AMC, other committees and staff in matters pertaining to your area of responsibility.
Participate as a member of the following committees:
Participate in discussions on other committee as requested/desired.

Specific Responsibilities:
Advise and interpret AML Bylaws, Mensa Constitution and policy issues as they pertain to the governance of AML, the AMC and its local groups.
Supplement the legal services of the AMC Intellectual Property Counsel.
Supplement the legal services of the AMC Corporate Counsel.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.
The position gets a moderate amount of email.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds

available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
AMC Chair

National Office Liaison:
Executive Director or other person designated by the Executive Director

Kids Trek Coordinator

Overview:
The Kids Trek Coordinator coordinates an activity program for children at the Annual Gathering.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience or training in the area of education of gifted children would be beneficial.

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

General Responsibilities:
In coordination with the AMC chair, National Gifted Children Program Coordinator, AG Chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Member of the Gifted Children committee.

Specific Responsibilities:
Develops and conducts a three-day multidisciplinary activity program at the Annual Gathering.
Assist Leadership Development and the Mensa Gifted Children Coordinators and other adults with development of Kids Trek programs and training materials.
Communicate with National Gifted Children Program Coordinator, and Local Group Gifted Children Coordinators, Leadership Development Committee, and Annual Gathering Chairs.

Time and space required:
The position will require an extensive or moderate time commitment, before and during the Annual Gathering. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get a lot of email.

Travel and Meetings:
The position usually attends the Annual Gathering, and leads the Kids Trek program there. Reimbursement for expenses is usually arranged with the AG Committee.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:
None

AMC Liaison:
By appointment.

National Office Liaison:
PR Manager or other person designated by the Executive Director

LDW Coordinator

Overview:
The LDW Coordinator promotes and coordinates Leadership Development weekends.

Appointment:
The position is appointed annually by the AMC upon recommendation by the Chair and Leadership Development Committee Chair for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

Experience planning and attending LDWs is beneficial.

General Responsibilities:
In coordination with the AMC chair, Leadership Development Chair, LDW Guide Editor, AMC liaisons

and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Take action as outlined in charge.
Follow and implement AMC ASIEs regarding LDWs.
Member of the Leadership Development Committee.

Specific Responsibilities:

Assist RVCs to plan LDWs. Proposed location, venue, curriculum and workshop leaders for each top, proposed budget (including costs for meeting space, costs for workshop leaders and other projected costs), information about the host local group and the members there who will be involved in helping put on the LDW, and information about plans to publicize the LDW.
Approve requested LDW plans or explain clearly what changes are needed to meet LDW criteria.
Forward LDW plan to Gatherings Coordinator for publication in the *InterLoc* and *Bulletin*. Invite RVC to add to the basic LDW training.
Once the plan is in place, forward it to the Chairman of the AMC's Leadership Development Committee for that committee's review.
Encourage wide publicity within and beyond regional lines.
Develop and update standardized LDW evaluation forms. After each LDW, the LDW Coordinator will receive attendance records, evaluations, sample handouts and the RVC's expense report with supporting documentation. The LDW Coordinator will review these, normally within two weeks, for conformance with the Plan and Budget for that LDW and with the Guidelines. The LDW Coordinator will then approve the expenses for payment and notify the Leadership Liaison for his/her approval, copying the Director of Finance, so that funds may be released for reimbursement.
Maintain a tickler file of good handouts and materials for each workshop.
Maintain a listing of LDW attendees.
Coordinate with budgetary officer and office staff to issue LDW reimbursements, except for these expenses which cannot be reimbursed until the required reports have been submitted.
Coordinate evaluation of LDWs and their presenters. Forward summary of each LDW funded event to the AMC.
Recommend new or outstanding topics or presenters to AG LDW Coordinator and LDW Guide Editor.

Time and space required:

The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding

You may request funding from the AMC ExComm through your liaison.

Subcommittees or appointees:

AMC Liaison:

Appointed by the Chair

National Office Liaison:

Membership Director, National Groups Coordinator, or other person designated by the Executive Director

LDW Guide Editor

Overview:

The LDW Guide Editor edits the Leadership Development Guide.

Appointment:

The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:

Experience or training in the area of education or training adults would be beneficial.

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience with LDWs material and writing training is beneficial.

General Responsibilities:

In coordination with the AMC chair, Leadership Development Committee Chair, LDW Coordinator, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Produce or contribute to publications and leadership development materials.
Interact/contribute to many other positions and committees.

Specific Responsibilities:

Work with the LDW Chair and committee to identify subject areas for new LDW Handbook modules.
Collect notes and handouts from outstanding AG and LDW workshops and work with the presenter to make them into LDW modules.
Seek content experts for the other subject areas identified in #1, and work with the experts to produce workshop outlines which identify a list of essential and other suggested points to cover. Request any relevant handouts.
Vet the completed list of points with other AMC officers or experts in the area being addressed.
Convert the points into Learning Objectives and key points to cover (an LDW module).
Provide the LDW Coordinator and NO with any related handouts to go with the module.
Add to the LDW modules regularly (5-10/year).
In concert with the LDW Coordinator, LDW Chair and committee, periodically edit and update the entire handbook.

Time and space required:

The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

You may request funding from the AMC ExComm through your liaison.

Subcommittees or appointees:

AMC Liaison:

By appointment

National Office Liaison:

Communications Director or other person designated by the Executive Director

Leadership Development Committee Chair

Overview:

The Leadership Development Committee Chair develops and coordinates all modes of training for AML officers and volunteers.

Appointment:

The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.
Leadership experience (in or outside of Mensa) would be beneficial.

Experience in education or training is beneficial.

General Responsibilities:

In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members, and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Act as an advisor to the AMC, other committees, local groups, and staff in matters pertaining to your area of responsibility.
Recommend action, policy changes or new policy to the AMC.
Coordinate and oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Produce or contribute to publications and training materials.
Interact/contribute to most other positions and committees.

Specific Responsibilities:

With the Leadership Development Committee find and approve training from outside sources or venders.
Develop a proposed agenda before each committee meeting. Ask for feedback and revise accordingly. After the meeting send all LD members a copy of the meeting notes.

Work with the LDW Committee and the national office to keep the LDW handbook, presentation materials and handouts current.
Encourage each RVC to hold at least one LDW per year.
Involve AMC member in planning and presenting AG LDW workshops and converting them to new LDW Guide modules.
Oversee the work of others such as LDW Coordinators, LDW Guide Editor and Handbooks Coordinator.

Time and space required:
The position will require moderate to substantial time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.
This committee should plan to meet at least twice during the year at AMC meetings. Other business will be conducted via email.

Budget:
You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

You may request funding from the AMC ExComm through your liaison.

Subcommittees or appointees:
Handbook Coordinator
AG LDW Coordinator
LD Guide Editor
LDW Coordinator

AMC Liaison:
By appointment.

National Office Liaison:
Membership Director, National Groups Coordinator, or other person designated by the Executive Director

Licensing Committee Chair

Overview:
The Licensing Committee will review and advise AML on all licensing agreements.

Appointment:
The appointment is automatic by virtue of position.

Experience/Training needed:
Experience or training in the area of marketing, licensing and trademarks would be beneficial.

Experience with Mensa activities, especially on the national level would be beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Bring policy matters to the AMC as discussion items and properly formed motions.
Act as an advisor to AMC, other committees, local groups, or staff in matters pertaining to your area of responsibility.
Take action as outlined in charge.
Interact/contribute to other positions or committees.

Specific Responsibilities:
Review all AML licensing agreements.
Refer matters to the AMC Counsels as necessary.
Ensure that agreements are beneficial to American Mensa and meet all necessary criteria.
Work with the Mensa International Licensing Committee and international licensing agreements.
Educate AMC and general members about licensing policy and activity.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position is funded to attend meetings by virtue of other position held by appointee.

This committee should plan to meet at least twice during the year at AMC meetings. Other business will be conducted via email.

Budget:
You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:

AMC Liaison:
Appointed by the Chair.

National Office Liaison:
Marketing Director or other person designated by the Executive Director

Literacy Coordinator

Overview:
The Literacy Coordinator promotes literacy efforts through local groups of AML.

Appointment:
The position is appointed annually by the AMC upon recommendation by the Chair and Community Services Committee Chair for a one-year term ending with the next annual business meeting.

Experience/Training needed:
A general understanding and appreciation of Mensa and the willingness to learn are all that is required.

Experience with local groups, literacy project and PR are beneficial.

General Responsibilities:
In coordination with the AMC chair, Community Services Chair, AMC liaisons and staff liaison, appoint additional committee members, and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Report to the AMC Quarterly on progress toward those goals.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Produce or contribute to the following publications.

Specific Responsibilities:
Write for Mensa publications advocating for various literacy issues and promoting the involvement of Mensa members in literacy initiatives in their communities.
Encourage members to work with local media – print, radio and TV – to explore the opportunities for PR for Mensa as a result of their work in these programs.
Promote positive PR etc.
Member of Community Services Committee

Time and space required:
The position requires a relatively small amount of time to respond to occasional emails and promote the program.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

You may request funding from the AMC ExComm through your liaison.

Subcommittees or appointees:

AMC Liaison:
Appointed by the Chair

National Office Liaison:
National Marketing Director or other person designated by the Executive Director

Marketing Committee Chair

Overview:
The Marketing Committee will review and advise AML on all publicity and marketing activities.

Appointment:
The appointment is automatic by virtue of position.

Experience/Training needed:
Experience or training in the area of marketing, licensing and trademarks would be beneficial.

Experience with Mensa activities, especially on the national level would be beneficial.

General Responsibilities:
Recommend marketing policies to the AMC.
Coordinate AML marketing internally and externally.
Administer Hall of Fame, Mind Games and similar programs.

Specific Responsibilities:
Create and publicize Mind Games criteria and select Mind Games hosts.
Educate AML Officers about marketing policy and skills.
Facilitate leadership development through planning LD workshops at the AG, presentations at LDWs and contributions to *InterLoc*.
Assist Marketing Director to prepare internal and external marketing material.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.
The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position is funded to attend meetings by virtue of other position held by appointee.

This committee should plan to meet at least twice during the year at AMC meetings. Other business will be conducted via email.

Budget:
You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:

AMC Liaison:
N/A – The Development Officer is a member of the AMC.

National Office Liaison:
National Marketing Director or other person designated by the Executive Director

Mensa WorldConnect Coordinator

Overview:
The Mensa WorldConnect Coordinator promotes and coordinates the Mensa WorldConnect program matching local groups with one another, or a foreign groups.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed
Interest and experience in other counties and cultures is beneficial.

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before the first AMC report is due.
Via your AMC liaison recommend action, policy changes or new policy to the AMC or National Representatives.

Specific Responsibilities:
Promote Mensa WorldConnect program.
Maintain contact with International Mensa WorldConnect Coordinator.
Coordinate existing and desired exchange activities between AML and other countries.
Report activities to AMC.
Facilitate written articles regarding program in Mensa publications and leadership workshops.
At the AG, present the award winners at the time designated or arrange for appropriate award, if recipient is not able to attend the AG.

Time and space required:
The position requires a relatively small amount of time to respond to occasional emails and promote the program.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.
You may request funding from the AMC ExComm through your liaison.

Subcommittees or appointees:

AMC Liaison:
Appointed by the Chair

National Office Liaison:
National Groups Coordinator or other person designated by the Executive Director

Mind Games Chair

Overview:
The Mind Games Chair coordinates annual Mind Games at the host site.

Appointment:
Appointed by the AMC Development Officer.

Experience/Training needed:

General Responsibilities:
In coordination with the AMC Chair, AMC Liaison, and staff liaison establish written goals before the first AMC report is due.
File a written report before each AMC meeting.

Specific Responsibilities:
Attend the previous year Mind Games.
Recruit/ market members to attend Mind Games.
Set registration prices and deadlines.
Coordinate on-location logistics including, provide meals, hospitality, and a suitable gaming area, coordinate with the hotel to secure sleeping rooms for attendees, coordinate transportation options, communicate hotel, event, and transportation options to attendees.
The Local host group shall retain all net proceeds from the event registration and will be paid a $1000 host fee by AML.
Communicate plans to the Development Officer and National Marketing Director.
Receive games from manufacturers and transport to the hotel.
Assist the chief judge with game set up as requested.
Provide a report of Mind Games within three months of the event including statistical information about hotel room pick up, attendees and budget figures.
The National Office will take registrations, but will provide a list of registrants on a regular basis to the local host group, manage the treasury and be responsible for local, regional and national media coverage.
The National office will handle advance registrations, including on-on line registration, acceptance of payments and credit cards if the local group wishes. Funds are wired directly to the local group and a list of registrants is provided on a regular basis.

Time and space required
The position will require an extensive or moderate time commitment, but only during -one portion of the year when your program is active. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.
The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.
The position will get only a little email.

Travel and Meetings:

Budget:
Airfare and hotel expenses for Mind Games shall be paid for the Chief Judge only.

Subcommittees or appointees:

AMC Liaison:
Development Officer

National Office Liaison:
PR Manager or other person designated by the Executive Director

Mind Games® Chief Judge

Overview:
The Mind Games Chief Judge provides continuity in the judging of Mind Games.

Appointment:
Appointed by the AMC Development Officer.

Experience/Training needed:

General Responsibilities:
In coordination with the AMC Chair, AMC Liaison, and staff liaison establish written goals before the first AMC report is due.
File a written report before each AMC meeting.

Specific Responsibilities:
Review and offer input on entry requirements and entry materials.
Make the final decision regarding questions of game eligibility.
Review and offer input on judging materials. (Instructions to judges, comment cards, ballots)
Review and offer input regarding the ballot tallying process.
Attend Mind Games. Airfare and hotel expenses will be paid by American Mensa.
Relay the judging instructions to Mensa judges and be available to answer questions from judges.
Oversee the tallying of the ballots.
Make decisions regarding the validity of ballots. (i.e., illegible ballots, incomplete ballots, late ballots)
Be available for media training and media interviews.
Create a report of the judging aspect of the event within three months of Mind Games

Time and space required
The position will require an extensive or moderate time commitment, but only during -one portion of the year before and after Mind Games. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.
The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.
The position will get only a little email.

Travel and Meetings:

Budget:
Airfare and hotel expenses for Mind Games shall be paid for the Chief Judge only.

Subcommittees or appointees:

AMC Liaison:
Development Officer

National Office Liaison:
PR Manager or other person designated by the Executive Director

Name & Logo Committee Chair

Overview:
The Name & Logo Committee Chair approves or denies permission for the use of the "M" symbol, the Mensa name, and any other Mensa owned marks for internal use.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Must be an AMC member.

Experience/Training needed:
Experience with Mensa activities, especially on the national level would be beneficial.

Experience or training in the area of trademarks would be beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members, and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Bring policy matters to the AMC.
Act as an advisor to staff, AMC or other committees in matters pertaining to your area of responsibility.
In consultation with the AMC Chair, and liaisons appoint addition members to the committee.
Take action as outlined in charge.
Interact/contribute to the other positions or committees.

Specific Responsibilities:
Coordinate with Development Officer and Licensing Committee.
Approve or deny permission for the use of the "M" symbol, the Mensa name, and any other Mensa owned marks for internal use.
Coordinate and communicate with Mensa International Name & Logo Committee and educate American Mensans about MIL name and logo policies.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position is funded to attend meetings by virtue of other position held by appointee.

This committee should plan to meet at each AMC meeting. Other business will be conducted via email.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
N/A – Is a member of the AMC.

National Office Liaison:
Executive Director, National Marketing Director, or other person designated by the Executive Director

Nominating Committee Chair

Overview:
The Nominating Committee will solicit, vet, and present at least one candidate for all AML nationally elected positions.

Appointment:
The position is appointed by the AMC upon recommendation by the Chair. The position will be discharged following the completion of the project or event.

Experience/Training needed:
The Nominating Committee Chair must have served as a member of a previous Nominating Committee.

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience with Mensa activities, especially on the national level would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.
Perceived impartiality is essential.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members, and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Take action as outlined in charge.

Specific Responsibilities:
Oversee publication an article detailing the structure and procedures of the Nominating
Receive local group nominees for Nominating Committee and submit them to the AMC for appointment.
Committee prior to nominations.
Promote and encourage candidates for AMC office.
Conduct an open Meet the Candidates session at the AG.
Distribute a detailed written report of this session to all the Nominating Committee representatives.

Time and space required:
The position will require an extensive or moderate time commitment, but only from March of even numbered years to odd numbered years. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.
The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a large volume of emails, much of which should be retained for future reference.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.
The position is strongly encouraged to attend the Annual Gathering, will conduct extensive meetings at even year AGs.

This committee should plan to meet annually at the AG and conduct other business during the year via email

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:

AMC Liaison:
Past Chairman

National Office Liaison:
Director of Operations or other person designated by the Executive Director

Ombudsman

Overview:
The Ombudsman express opinions, settle disputes, render substantial justice, and promote the general welfare of American Mensa.

Appointment:
The position is appointed by the AMC upon the recommendation by Chair. The Ombudsman will serve until resignation or removal from office.

Experience/Training needed:
Experience or training in the area of mediation, arbitration or counseling would be beneficial.

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience with Mensa activities, especially on the national level would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Monitor and participate in discussions on related e-lists.
Take action as outlined in charge.

Specific Responsibilities:
Be very knowledgeable about and follow AML Policy, especially Article VIII of the AML Bylaws.
Express opinions, settle disputes, render substantial justice, and promote the general welfare of American Mensa.
Submit a yearly report to the AMC, the *Bulletin* and the Mensa International Ombudsman.
In coordination with the Leadership Development Committee, create and update Ombudsman/Mediator Handbook.
With the Leadership Development Committee, facilitate leadership development of local ombudsman.
Coordinate with the International Ombudsman.
Coordinate with the Advocate and Hearings Committee Chair when necessary.
See also the AML Bylaws and ASIEs.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

The position is strongly encouraged to attend the Annual Gathering, and usually presents a workshop or coordinates a get together at the AG.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
Chairman

National Office Liaison:
Executive Director or other person designated by the Executive Director

Parliamentarian

Overview:
The Parliamentarian answers questions about parliamentary procedure, both during and between AMC meetings. Oversee the compliance with Robert's Rules of Parliamentary procedure during meetings.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience or training in Robert's Rules is essential.

Good working knowledge of the International Constitution, AML Bylaws, and AMC ASIEs is beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Act as an advisor to staff, AMC or other committees in matters pertaining to your area of responsibility.

Specific Responsibilities:
Answer questions about parliamentary procedure, both during and between AMC meetings.
Oversee the compliance with Robert's Rules of Parliamentary procedure during meetings.

Time and space required:
The position will require a relatively small time commitment. You will need to check email regularly and consult with the Chair, other AMC members and national office staff to coordinate program details as needed.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
The position is funded to attend meetings by virtue of other position held by appointee.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
N/A

National Office Liaison:
Executive Director or other person designated by the Executive Director

Planning and Review Committee

Overview:
The PAR committee is responsible for reviewing status and progress and facilitating planning.

Appointment:
The Chair is the AMC Chair by virtue of position. The rest of the nominated by the Chair and approved by the AMC.

Experience/Training needed:
Experience and belief in the value of strategic planning is necessary.

Broad experience across all AML programs is necessary.

Experience with goal setting and evaluation processes is helpful.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish goals for the year.
Report to the AMC Quarterly on progress toward those goals.
Act as an advisor to staff, AMC or other committees in matters pertaining to your area of responsibility.

Specific Responsibilities:
At the beginning of the year, establish written goals with the AMC Chair and ED.
Design, distribute, and author an annual review of general AMC functioning based on the reviews submitted by AMC members.
Using the survey and other information, determine the major planning needs and focus.
Encourage and facilitate AMC planning, including requesting funding and finding facilitators as necessary.

Time and space required:
The position will require an extensive or moderate time commitment. Activity is particularly intense when the annual survey is being compiled. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
The position is funded to attend meetings by virtue of other position held by appointee.

This committee should plan to meet at AMC meetings. Other business will be conducted via email

Budget:
No specific budget other than reimbursement of expenses.

Subcommittees or appointees:
All AMC members are invited and encouraged to participate in the annual survey.

AMC Liaison:
N/A—The AMC Chair is a member of the AMC.

National Office Liaison:
Executive Director or other person designated by the Executive Director

PRP Committee Chair

Overview:
The PRP Committee Chair coordinates the PRP programs to recognize and award excellence in local group newsletters and web pages.

Appointment:
The position is appointed by the AMC upon recommendation by the Communications Officer and the AMC Chair. The position will be discharged following the completion of the project or event.

Experience/Training needed:
Working knowledge of the ASIEs, PRP Guidelines and procedures is necessary.

Experience with Mensa activities and programs, especially as a local group editor or webmaster would be beneficial.

Previous participation as a PRP judge is very helpful.

Perceived impartiality is essential.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
In consultation with the AMC chair, appoint newsletters and web judges.
Take action as outlined in charge.

Specific Responsibilities:
At the AG confer awards upon Local Groups and members of AML for, their official print and electronic publications.
Create PRP guidelines, forms, cover letter for editor's packet.
Publicize the PRP program.
Oversee distribution of materials to the judges and tallying of votes.
Work with the National Office on administrative and publicity matters.
See also attached timeline.

Time and space required:
The position will require an extensive or moderate time commitment, but only during -one portion of the year when your program is active from November through June. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.
See also attached timeline.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

The position is strongly encouraged to attend the Annual Gathering, and usually presents a workshop or coordinates a get together at the AG.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

Budget:
There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:

AMC Liaison:
Communications Officer

National Office Liaison:
Communications Director or other person designated by the Executive Director

Awards Timeline (20xx is year for awards):
July 20xxx-1:
Appointment by Communications Officer:

August 20xx-1:
Recruitment of co-chairs, 1 for web, 1 for newsletters
Revision of rules

September 20xx-1:

Approval of co-chairs and rules by
Communications Officer and AMC
Submission and approval of budget by AMC,
Communications Officer and National Office.

October 20xx-1:
Solicitation of judges, 6-10 per medium

November 20xx-1:
Creation and approval of package information for
Monthly Mailing
Article for *Interloc*

December 20xx-1:
Inclusion of information in monthly mailing
Discussion of ordering of awards with National
Office

January 20xx:
Preparation of Judges

February 20xx:
Prepare for mailings, purchase supplies, etc.

March 20xx:
Receipt and verification of mailings both of newsletters and
Web site applications
Dissemination of materials to judges

April 20xx:
Receipt of first round results from judges
Dissemination of second round ballots to judges

May 20xx:
Receipt of second round results from judges
Submission of final results to Communications
Officer and National Office

June 20xx:
Oversee Production of awards
Preparation of Awards Presentation

July 20xx:
Presentation of Awards
Receipt of feedback from judges and editors

August 20xx:
Dissemination of feedback to editors.

Research Review Committee Chair

Overview:
The Research Review Committee is charged with reviewing and advising on matters relating to scientific research.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting. This appointment and committee is usually a dual appointment with the Mensa Foundation (MERF).

Experience/Training needed:
Experience or training in the area or research is essential.

An advanced academic degree is beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members and establish written goals before the first AMC report is due.
File a written report before each AMC meeting.
Report to the AMC Quarterly on progress toward those goals.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Act as an advisor to the AMC, other committees and staff in matters pertaining to your area of responsibility.
Take action as outlined in charge.
Interact/contribute to the following other positions or committees.
Mensa Education and Research Foundation and Mensa Foundation Research Awards for Excellence Committee Chair, usually shares some members with the MERF Award Committee.

Specific Responsibilities:
Oversee the review of requests of use for research purposes of the Mensa name, membership database or other proprietary information about Mensa members, access to Mensa members as subjects for research. Publicize the approval or denial as necessary. Provide the National Office with a copy of all requests and other correspondence.
Create and document procedures for such reviews and decisions.
Create guidelines for the qualification of Committee members.
Train AML members about research review policy. Periodically remind AMC members, editors and webmasters especially.
Notify the scientific community of the potential of AML cooperation for legitimate research on giftedness.
Perform such other onetime tasks as may be assigned by the American Mensa Committee

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will e communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

This committee rarely meets in person.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:
Research Review Committee

AMC Liaison:
Director of Science and Education

National Office Liaison:
Foundation Director or other person designated by the Executive Director

Risk Management Committee Chair

Overview:
The Risk Management Committee Chair monitors risks and costs to prevent risks for all aspects of Mensa that are associated with members' activities.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities, on both the national and local level would be beneficial.

Experience or training in the area of risk management is essential.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File written reports before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
In consultation with the AMC chair, appoint addition members to the committee.
Act as an advisor to AMC, other committees, or staff in matters pertaining to your area of responsibility.
Participate in discussions on other committee as requested/desired.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Interact/contribute to many other positions or committees.

Specific Responsibilities:
Monitor risks and costs to prevent risks for all aspects of Mensa that are associated with members' activities.
Report findings to the AMC.
Recommend any course of action it feels warranted.
Standing member of Communications Committee and Handbook Review group.

Time and space required:
The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:
The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
Second Vice Chairman

National Office Liaison:
Director of Finance, Executive Director or other person designated by the Executive Director

Salny Award Committee Chair

Overview:
The Salny Award Committee Chair creates criteria and recognize and reward excellence in testing by local groups.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience as a proctor and proctor coordinator is essential.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File written reports before each AMC meeting.
Take action as outlined in charge.
Via AMC liaison, recommend changes and add committee members.

Specific Responsibilities:
Create criteria for the Salny Award, in consultation with Dr. Salny and committee.
Choose recipients.
At the AG, present the award winners at the time designated or arrange for appropriate award, if recipient is not able to attend the AG.
Publicize awards after they are awarded.

Time and space required:
The position will require an extensive or moderate time commitment, but only from January through June when your program is active. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:
There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

This committee will rarely meet in person but will conduct most of its business via email.

Budget:
While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:
Appointed by the Chair.

National Office Liaison:
Testing and Admissions Coordinator or other person designated by the Executive Director

SIGHT Coordinator

Overview:
The SIGHT Coordinator coordinates the Service of Information, Guidelines and Hospitality to Travelers program in American Mensa.

Appointment:
The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:
A through knowledge of the SIGHT Guidelines and philosophy is essential.

Experience as a local SIGHT Coordinator is essential.
Experience as a Local Secretary is desirable.

Interest in other countries and cultures is beneficial.

General Responsibilities:
In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.
File written reports before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC or National Representatives.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Coordinator the activities of others.
Oversee or participate in related AML and MIL e-lists.

Specific Responsibilities:

Publicize the program though the publications and leadership development.
Facilitate prompt responses to all inquiries.
Work with Local Secretaries and RVCs to appoint a local SIGHT Coordinator for all groups.
Welcome and orient new local group coordinators.
Maintain coordinator's list.
Create and update SIGHT Handbook and other forms, materials and procedures.
Communicate with the MIL SIGHT Coordinators.

Time and space required:

The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings:

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

The position is strongly encouraged to attend the Annual Gathering, and usually presents a workshop and coordinates a get together at the AG.
This committee will rarely meet in person but will conduct most of its business via email.

Budget:

You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:

AMC Liaison:

Appointed by the Chair

National Office Liaison:

National Groups Coordinator or other person designated by the Executive Director

SIGs Officer/ SIG Committee Chair

Overview:

The SIGs Officer/SIG Committee Chair promotes and coordinates National Special Interest Groups.

Appointment:

The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:

National SIG experience is essential; experience as a coordinator is desirable.

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.
Experience with Mensa activities, especially on the national level would be beneficial.

General Responsibilities:

In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional members to committee, and establish written goals before the first AMC report is due.
File written reports before each AMC meeting.
Via your AMC liaison recommend action, policy changes or new policy to the AMC.
Monitor and participate in discussions on related e-lists.
Participate, interact and contribute in discussions on other committees as requested/desired.
Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.
Take action as outlined in charge
Produce or contribute to publications and leadership development.
Coordinate the activities of others.

Specific Responsibilities:

Send a listing of coordinators to national after the annual membership renewal date has passed. When membership is verified, send letters to coordinators whose membership has lapsed. Follow up with these coordinators, and if necessary, un-recognize their SIGs if membership is not renewed in a timely manner.
Send out a SIG Questionnaire to each coordinator at least 2 months before the March and September *Bulletin.* Tabulate all responses onto whatever database is used, make changes to the SIGs listing for the *Bulletin*, get copy to the editor, and check the proof copy before publication.
Write the SIG column for the *Bulletin.* Include new SIGs, changes to SIG information received from coordinators, and write an introduction with general SIG information.
Write articles for SIGs Coordinators for *InterLoc.*
Mensa Web Site SIG Listing--requests are automatically sent to the SO who checks them to assure that the SIG is recognized and sends a message on to the national office.

It has also been suggested that the SO do a routine check of the web listing against the SO records and send changes.

New SIG Requests and Inquiries--requests and inquiries are received almost daily via email and post. Email inquiries take minutes to answer, while sending letters takes much longer. When a new SIG is requested, a SIG Recognition Form is sent and the reply is checked before the SIG is recognized. A SIG Coordinator Handbook and pin are mailed to each new SIG coordinator. The form must be filed, and the information added to the database and the next SIG column in the *Bulletin*.

The National Office receives a copy of each SIG newsletter and must check for the standard disclaimer ("Mensa has no opinion...") and violations to copyright law. Problems have to be reported to the SIG Coordinator via email or letter (over a third of the coordinators do not have email.) Newsletters received electronically are printed. The newsletters are logged and archived. When a SIG is completely web-based, it is done by logging onto the web site periodically to make sure the SIG is following the disclaimer, copyright and other rules.

There are many other duties that crop up unexpectedly such as opinions on motions before the AMC, a general description of the SIG program for the AG, an issue from the Ombudsman, etc

In collaboration with the Leadership Development Committee create and update SIG manual.

Communicate and coordinate with International SIGs Coordinator.

Time and space required:

The position will require extensive time on a regular basis.

You should plan to:

Check email almost daily, volume will be heavy! Return phone calls and emails within a few days, monitor various email lists and respond when needed, consult on a regular basis with staff members

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a large volume of emails, much of which should be retained for future reference.

Travel and Meetings:

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

The position is strongly encouraged to attend the Annual Gathering, and usually presents a workshop or coordinates a get together at the AG.

This committee will rarely meet in person but will conduct most of its business via email.

Budget:

You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

Subcommittees or appointees:

AMC Liaison:

Appointed by the Chair

National Office Liaison:

Membership Director or other person designated by the Executive Director

Site Selection Committee Chair

Overview:

The Site Selection Committee Chair selects venues for Annual Gatherings and AMC Meetings.

Appointment:

The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience with Mensa activities, especially on the national level would be beneficial.

Experience with convention planning or Site Selection Committee is very essential.

General Responsibilities:

In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members, and establish written goals before the first AMC report is due.

File written reports approximately one month before each AMC meeting.

Bring policy matters to the AMC.

Act as an advisor to staff, AMC or other committees in matters pertaining to your area of responsibility.

Coordinate with Corporate Counsel to evaluate proposals and provide training and assistance on contracts.

Take action as outlined in charge.

Specific Responsibilities:

Identify regions of the country where we hope future AGs and AMC Meetings will be held. With RVCs, and staff, contact groups in those areas and offer assistance in working on a bid.
Facilitate the review and evaluation of invitations and bids from Local Groups desiring to host AMC meetings and Annual Gatherings.
Facilitate and select sites for AMC meetings.
Facilitate and recommend sites for Annual Gatherings.
Create and publish the criteria used to evaluate invitations, bids, host contracts, etc.
Assist in selecting Colloquia and Mind Games sites.

Time and space required:

The position will require an extensive or moderate time commitment. You will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position will get only a little email.

Travel and Meetings:

The position is funded to attend meetings by virtue of other position held by appointee.
This committee should plan to meet at each AMC meeting. Other business will be conducted via email.

Budget:

There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:

AMC Liaison:

N/A

National Office Liaison:

Executive Director, Membership Director or other person designated by the Executive Director

Appendix E

Program Descriptions

Mensa WorldConnect: Connecting with the Larger World of Mensa

This is a worldwide Mensa program that pairs cities and groups around the world with "sister" cities and groups that would enjoy, and possibly benefit from, the connection. These connections ideally will create greater awareness of the global nature of Mensa. Members of paired groups could share experiences, wisdom, ideas, information, newsletters and possibly even visit one another.

Only the interests and imagination of participants limit the program's benefits. Matches could be made based on size of groups, hobbies of members, similar names or physical features, parallel industries or places members want to visit. In the U.S., participating Local Groups might pick a country or city from which the first settler in our towns derived, or the old city for which our "New wherever" was named. Each group can decide what sorts of connections they'd like and why.

Participating Mensa groups are not limited to just one sister chapter relationship. One of our first connections was Atlanta and Barcelona, because both have hosted Olympic Games. The two groups hope to connect with other Olympic-site Mensa groups, so it could form quite a network. Additionally, the Atlanta chapter has another sister chapter relationship with Mensa Bulgaria.

This program is only designed to connect Local Groups, not individuals (for that, try SIGHT). Interested parties talk to their Local Group leadership and get them involved (or volunteer to be the coordinator). The requests for sister-chapter pairings must be made through the LocSecs in coordination with the National Program Coordinator. The National Program Coordinator facilitates and finalizes the pairing, then advises the International Program Coordinator.

Once the American Mensa National Program Coordinator has facilitated the connection, potential sister chapters "take it from there." Sister chapters decide how much they want to put into (and get out of) the program. The National Program Coordinator continues to be involved with all sister chapters and receives periodic updates on the nature and extent of sister chapter activities. The National Program Coordinator has a dual role:

1. To facilitate the pairing of compatible sister chapters; and
2. To produce periodic reports of interest to the Mensa world at large.

Mensa groups interested in this sister chapter program debate the following during the ExComm meetings and at other venues like conversation SIGs:

- Do we want to connect with a group of equal size and complexity, so we can share comparable experiences; a larger group, so we can learn; or a newer group, so we can help them with our expertise and wisdom?
- What are we interested in sharing, other than simply an exchange of articles or newsletters? (Exchanging newsletters would be the minimum involvement, but that would be enough, if it were all you have time to do.) And what are we interested in getting out of this?

Community Services Program

The American Mensa Community Services Program serves multiple functions for the organization.

One of the most important services is to provide networks and friendship for members who want to make the world a better place by helping the people and environment around them. One benefit of this facet of Mensan activities is the positive image we promote to individuals and organizations within Mensa and outside the membership. Finally, community service provides a means for Mensans to explore new abilities and potential careers and to share those discoveries with friends.

The three major components of the Community Services Program are Literacy, Inkslinger and the Community Activities Program. The Literacy Program provides funds to aid those local programs in which Mensans are already involved in teaching reading to illiterate individuals. The Inkslinger Program distributes books to areas that have had emergency situations such as floods and to schools, prisons, etc. CAP is the awards program that recognizes the community activities Local Groups conduct. Each of these three programs is continually seeking ways to better serve the Mensa membership; the CAP chairman, for example, has initiated the COPYCAP program to help Local Groups develop community-service projects modeled after those of other groups.

Articles about the three programs and about other aspects of community service within Mensa are printed on a fairly regular basis in the *Mensa Bulletin* and *InterLoc*. The CAP awards are presented at the Awards Luncheon at the Annual Gathering and announced in the publications.

Community Activities Program

The Community Activities Program identifies these community-service activities. The specific goal of the program is to encourage Local Groups and individual Mensans to assist their communities in areas most frequently identified with Mensa, such as primary and secondary education program support, gifted children programs, literacy programs and library support programs, such as Project InkSlinger.

Within those guidelines, Mensans may be interested in working with programs like these:

- Educational radio and TV;
- Olympics of the Mind, either as a coach or a judge;
- Future Problem Solvers;
- Science Olympiad;
- Career Day presentations for students;
- Literacy Program;
- Publications Recognition Program

After completion of a community-service project, those involved fill out a CAP form and return it to the National Office by May 1. Local Groups and members are recognized for their successful community-involvement achievements at the AG. CAP award categories include educational programs, gifted children programs, community-service programs, and programs by Young Mensans.

Special Interest Groups

What is a SIG?

Special Interest Groups are groups of Mensa members, and sometimes associate non-members, who join together to pursue common interests. SIGs must follow a prescribed process and abide by published rules to receive and retain recognition from American Mensa, Ltd. The variety of interests currently represented by SIGs includes hobbies, professional networking, finance and investing, mutual support for psychological and medical conditions, sports, scientific studies, religion and numerous other topics. There are more than 140 recognized SIGs. Young Mensans may participate in SIGs not designated as adults only.

SIGs are voluntary associations that operate independently of AML, and AML cannot guarantee the information it receives concerning SIGs. A national SIGs Officer is appointed by the AMC to review SIG activities, recognize new SIGs, communicate with members when SIG problems arise, and to assure, as much as possible, that SIGs operate in a manner that adds value to Mensa membership.

How does a SIG get recognized?

To start a new SIG, the prospective coordinator contacts the SIGs Officer and requests a SIG Recognition Form. Prospective coordinators may also request that a SIG feeler be published in the *Bulletin* to assess member interest.

Recognition will be granted by the SIGs Officer based on the following conditions:

- The coordinator is a member in good standing of AML;
- The SIG is not identical in purpose to a SIG already recognized by AML;
- The SIG will not operate in conflict with the constitution of Mensa, the bylaws of AML, or the laws of the United States or the various states thereof;
- The SIG will not operate for a commercial purpose;
- The SIG will operate on a not-for-profit basis; and
- No officer or member of the SIG will draw a salary or any other funds from the SIG except reimbursement for actual expenses necessary for SIG operation.

How do SIGs contribute to AML's success?

SIGs provide an opportunity for Mensans to share common interests without regard to geographic location. While some SIGs hold face-to-face meetings, most operate through the mail and increasingly through electronic media. SIGs have proven to be a strong influence in member retention. AML encourages members to join together in pursuit of special interests and, to this end, acts as the facilitator and clearinghouse for information on recognized special interest groups. Current listings of SIGs are posted on the AML Web site and published twice a year in the *Bulletin*.

Gifted Children's Program

Local Gifted Children's Programs often take on two roles:

1. Facilitating programs for Young Mensans and families; or
2. Helping parents, teachers, and interested others find information and referrals to other programs that could help meet their children's needs.

Most local Gifted Children Coordinators do a little of each type of activity, spending more time on that which fits with the goals of the local group. Although we do not yet have large numbers of children members, we have many members who have children and membership is growing. Focusing on programs for whole families opposed to just children, both reduces Mensa's risk and serves more of our membership.

Facilitating programs for children

Mensa does not "emphasize programs" in the same way as the YMCA or other youth-centered organizations. Instead, coordinators help children and their parents identify interesting activities and recruit other children to participate. GCCs often make phone calls, help set up meeting spaces, and promote activities in the newsletter or other venues, but it is up to the parents and children to initiate and/or coordinate activities. An authorized pair of adult volunteers supervises most activities. Some GCCs take a more active

role in scheduling and promoting activities, but they are not alone responsible for running activities without parental input, assistance, or supervision. Teen activities require supervision that may be accomplished by a few authorized parent volunteers "chaperoning" rather than participation by each parent.

Because many groups currently have insufficient numbers of children to conduct activities solely for Young Mensans, we encourage GCCs to open activities to Young Mensans, children of Mensans, bright children (potential new Mensans), and their friends (more potential new Mensans). We also encourage GCCs to partner with other gifted and talented organizations. Again, it is strongly encouraged that parental involvement be required for participation.

Providing information and referrals for parents and teachers

Local GCCs often get requests for information from parents. These requests seem to fall into one of three categories: a) requests for information about giftedness; b) requests for information about schools or other academic programs with strong gifted and talented programs; and c) requests for assistance in working with the schools and/or advocating for a particular child. Encourage bright children to be tested for Mensa membership. Information about giftedness is available via the Web site, referrals to state and national councils for the gifted and talented, and references listed in the Gifted Children's Program Handbook. The national GCC is also available to help research questions and provide information for GCCs. GCCs are encouraged to connect with local resources to develop their own lists of local educational resources to which parents can be referred regarding academic programs and help with advocacy. The 2005 Gifted Children Program Handbook is available online at http://secure.us.mensa.org/members/only/includes/handbooks/GCPHandbook.pdf.

SIGHT
(Service of Information, Guidance and Hospitality to Travelers)

Many members think this service is a program of hospitality between traveling Mensans looking for accommodations. Most think that overnight stays are an essential element of the program and that a SIGHT Host or Coordinator is required to provide overnight lodgings for SIGHT guests. Yet this is not so. Many people use SIGHT because they can set their own limits and are not required to provide anything to anyone if they choose not to do so. Your involvement with the program is completely flexible.

As a SIGHT guest, you can call upon a SIGHT host in Paris to guide you through the Metro; you can rest on a bamboo mat in Thailand after a long flight; you can shop for bargains in Hong Kong; or you can spot penguins in Melbourne. You can get together with fellow Mensans, attend a meeting, perhaps have a small impromptu get-together hosted by a member because you are there. You can learn about the various sights of interest, perhaps those off the beaten track. You can get advice on the local restaurants — those special hideaways only the locals know about.

How do you use SIGHT? Simple! Just email sight@us.mensa.org when you are ready to travel, and you will be connected with the SIGHT Coordinator in your intended destination. Fill out our guest form online, and the SIGHT host can find the best match for you depending upon your requirements.

Yet what about reciprocating hospitality? A SIGHT host or Coordinator is only required to provide that which he or she has offered, which may be transportation, local tourism advice, Mensa activity information, or, if so desired by the host, overnight accommodations. In this case, a host has every right to set the rules for his or her house. To this end, we have a SIGHT Registration Form for both hosts and guests, as the information provided by both can better ensure a suitable match.

Any member who has the time to answer an email, respond to a letter, or talk on the telephone can be a SIGHT host. Call your local SIGHT Coordinator to volunteer as a host, or if none is listed, contact the National SIGHT Coordinator directly.

If a local group has no SIGHT Coordinator, the LocSec should be encouraged to nominate someone who would welcome the position. They might consider those members who are not able to attend meetings and functions, perhaps due to a physical challenge, distance, or even age, but who are enthusiastic about their communities and who are interested in meeting Mensans from around the world. When a new local SIGHT Coordinator is selected, the LocSec informs the National SIGHT Coordinator who approves the appointment.

Publications Recognition Program

The Publications Recognition Program annually confers awards upon Local Groups and members of American Mensa, Ltd., for their official print and electronic publications and contributions. This voluntary program is intended to draw attention to deserving newsletters and Web sites among the Local Groups and at the national level, resulting in wider distribution and in the fostering of greater communication among Mensans. It allows a Local Group with any level of editorial experience, regardless of group size or publication budget, to compete and win awards.

The specific purposes of the program are to:

- challenge and inspire Local Groups to produce publications and Web pages that are well-written,

well-designed, informative and entertaining, and that serve as appealing and available forums for their members;

- challenge and inspire Local Group members to contribute to these forums; and
- recognize and reward Local Groups, editors, Webmasters and contributors for their accomplishments. PRP winners are announced at the Annual Gathering.

Appendix F

Glossary of Terms and Publications

AG
Annual Gathering. American Mensa's national convention. Provides the opportunity to hear noted speakers and participate in educational workshops, games, tournaments and various social activities. Read the *Mensa Bulletin* for dates and location as well as registration information. The Annual Gathering is usually held over the July 4th weekend.

ABM
Annual Business Meeting of the organization; normally held at the AG.

AC
Area Coordinators

AMC
American Mensa Committee; national and regional elected officers and selected appointees.

AML
American Mensa, Ltd. The legal name of our national organization.

ASIEs
Actions Still In Effect. This compilation reflects actions taken by the American Mensa Committee with the four numbers before the dash generally indicating the year of the action and the numbers after the dash indicating the sequence of actions for that year (e.g., 1994-014 indicates the 14th ASIE in 1994).

CAP
Community Activities Program

Colloquium
Occasional weekend gatherings held at various locations regarding topics such as Medicine in the 21st Century and The Politics of Politics. More intellectual and less social than an RG or AG.

CultureQuest®
An annual event in which teams across the nation compete in answering questions testing their cultural knowledge. Entry fees provide scholarship funding. CQ is held in the spring.

ExComm
Executive Committee

GC
Gifted Child/Children

GCC
Gifted Children Coordinator

GOTYA
Group of the Year program designed to recognize and reward Local Groups' membership-related activities. The National Office calculates the point standings of each group.

IBD
International Board of Directors

IGC
International General Council

InterLoc
A publication that provides a channel of communication among the National Office, the AMC, the local officers and other interested members. Any member may request a subscription free of charge from the National Office. *InterLoc* is intended as a forum for the exchange of ideas to benefit Mensa and, as such, encourages debate and permits diversity of opinion.

IJ
International Journal

Isolated M
IM is a SIG and a pseudo-Local Group. The SIG publishes a newsletter that connects Mensans from around the world, which serves as the Local Group for those individuals. Members abroad in the military and foreign members are part of this group.

LDW
Leadership Development Workshop. Coordinated by the RVC whose region it is held in, an LDW provides training and development opportunities for current and potential leaders.

LocSec
Local Secretary. This term is borrowed from our British parliamentary roots and is the equivalent of president. The LocSec is the official liaison with other Local Groups and AML.

Mensa Bulletin
The national American Mensa publication. The subscription is included with American Mensa membership. Non-member subscriptions are also available.

Mensa World
The quarterly publication of the IBD, designed to be a communication link for Mensans in leadership around the world. Check the *Bulletin* for subscription details.

Mensa Education & Research Foundation. This is a tax-exempt arm of American Mensa that supports education, awards scholarships and grants, and conducts research in intelligence. Their publication, the *Mensa Research Journal*, is available by subscription.

MIL - Mensa International Ltd.
The international umbrella organization of which the national Mensas are members. Office is in England and there is a staff of two. The current Executive Director is Ed Vincent.

Mind Games®
Mensans meet for a weekend to play games submitted by manufacturers seeking the Mensa Select Seal®.

Monthly Mailings
Documents and materials sent usually from the 5th to the 9th of the month sent to officers by the National Office.

MRJ
Mensa Research Journal

NomComm
Nominating Committee. This committee is comprised of members through RVCs. See bylaws.

NTD
National Testing Day

PE
Prior Evidence

Project Inkslinger
Continuing project to collect books and funds that are donated to libraries. It evolved from the 1993-94 project to restock a library in Kansas that was destroyed by flooding.

RG
Regional Gathering. Hosted by Local Groups; similar in format to the Annual Gathering, but with a regional focus.

RVC
Regional Vice Chairman.

SIG
Special Interest Group. National SIGs must be officially registered by AML. A regular column in the *Bulletin* provides updates on national SIGs.

SIGHT
Service of Information, Guidance, and Hospitality to Travelers. This service provides contact with Mensans in other groups as you travel, contact the SIGHT coordinator for those groups. Check the *Bulletin* semi-annual directory for U.S. SIGHT coordinator information.

Appendix G

Crisis Plan

The American Mensa, Ltd., PR Crisis Communications Plan will map out the procedures for handling a PR crisis. For AML, a PR crisis is a situation that could have a negative outcome on the organization or its image, and requires national level involvement.

Examples of potential PR crises are:

Gunman takes hostages at Mensa event (AG, RG, Mind Games, etc.)
Mensa officer arrested for child pornography
Mensa publication contains an article endorsing racial superiority
Mensan is a participant or player in a major news story of a controversial nature
National SIG plots bombing of governmental building
Police raid hotel room at RG in which drugs are being sold

The plan will include the following areas:

Quick Reference Guide
Objectives
Education
Declaration
Internal Strategies
External Strategies
Evaluation
Information Flowchart

Quick Reference Guide

1. Potential PR crisis detected.
2. PR Crisis Communications Panel meets to determine if situation is a PR crisis. At this time, the panel will interact with the source of the situation and affected RVC/LocSec(s).
   a. If situation is not declared a PR crisis, it will be monitored by National Office.
   b. If situation is declared a PR crisis, the remaining steps will be performed.
3. Panel determines appropriate strategies — internal and external.
4. Panel immediately notifies affected RVC and/or LocSec of declaration and strategies.
5. Designated persons implement strategies.
6. Panel evaluates long-term effect of the PR crisis and PR Crisis Communications Plan.

Objectives

The main objectives of the AML PR Crisis Communications Plan are:

1. To establish a plan that is theoretically sound and easily implemented.
2. To empower Mensa officials with correct information.
3. To engender trust both within and outside the organization.
4. To be candid with the media.
5. To preserve and reinforce Mensa's reputation as a fair and honest organization.
6. To remain proactive in research and preparation so AML can handle or respond immediately to any scenario that might arise during a PR crisis.
7. To centralize all functions through the National Office.

Education

All aspects of the plan must be conveyed to and understood by the members of the PR Crisis Communications Panel. At the same time, AMC members will be informed of the specifics regarding the plan and provided with answers to any questions.

Local Group officers should be informed about the importance of contacting the National Office when a potential PR crisis arises and referring all inquiries to the designated spokesperson. AML may choose to use the Leadership Development Workshops as one avenue to communicate with Local Groups.

Training materials will be developed to assist Local Groups in dealing with a PR crisis or negative publicity at the local level that does not require national involvement.

Declaration

A PR Crisis Communications Panel composed of the AML Executive Director, AML Marketing Director, AMC Chairman and AMC Development Officer shall be formed with the express purpose of determining when an occurrence should be classified as a PR crisis. The panel may choose to consult with AML General Counsel and/or AMC Treasurer for their opinions on a specific situation.

When a panel member becomes aware of a potential PR crisis, he or she shall contact the AML Executive Director to gather the PR Crisis Communications Panel. The panel will convene by conference call and determine, by majority rule, if the situation warrants a PR crisis response.

If a member of the panel is the cause or directly involved in the PR crisis, he or she is not allowed to be part of the decision-making process. In such an instance, the other members of the panel may choose someone to replace that person on the panel for that specific case.

The main criteria for declaring a PR crisis is the potential for widespread negative media coverage, legal ramifications and financial exposure.

To make its decision, the panel shall solicit information from the parties involved in this situation. This may include the cause of the situation, the RVC, the LocSec(s) and others needed to provide essential information.

Once the PR crisis is declared, the panel will determine the appropriate strategies for handling this situation. The appropriate strategies will be based on the nature of the news, origin (location) of the news, portrayal of Mensa in the news, publicity exposure and impact on membership.

The panel will then notify the parties potentially most affected by the PR crisis of its declaration and proposed strategies. The panel also may choose to notify the cause of the situation.

Internal Strategies

Due to the nature of the position and perceived objectivity as a non-member, the AML Executive Director shall be designated as the primary national spokesperson for AML. As spokesperson, the Executive Director will be professionally trained to handle the media during a PR crisis. Once trained, the Executive Director will be on 24-hour alert. If the Executive Director is unavailable, the AML Marketing Director shall fulfill the role of national spokesperson.

To ensure AML is not blindsided with a PR crisis, the National Office will monitor Local Group newsletters for items that could be controversial and lead to a PR crisis situation. In the case of a regional or national incident (i.e., Heaven's Gate, Unibomber, Oklahoma City bombing, etc.), the National Office will search the membership database to identify if individuals are currently or were at some point a member of American Mensa.

Each AMC member, Local Secretary and Newsletter Editor should consider it a duty of his or her office to alert the panel to a potential PR crisis. To avert unnecessary attention to the crisis situation, notification should be limited to the panel until a declaration is made and a course of action is decided.

Once a PR crisis is declared, it is imperative that the PR Crisis Communications Panel develop its position on the PR crisis. In doing so, the panel must guarantee that its position complies with AML Bylaws and ASIE guidelines. As the position is determined, an official statement must be prepared for distribution.

The following internal strategies may be implemented, after the PR crisis is declared, if deemed necessary:

AML Executive Director notifies National Office staff;
AML Marketing Director instructs National Office staff on how to answer calls and e-mails;
AML Executive Director notifies AMC members;
AMC Chairman notifies Mensa International;
AML National Office notifies specific Local Group officers;
Local Mensaphones set up to refer media calls to PR Counsel and member calls to National Officer;
AML Marketing Director and AMC Development Officer prepare articles for *Mensa Bulletin* and/or *InterLoc.*

External Strategies

In preparation for a PR crisis, AML will develop a general information packet, which should be ready for distribution when a PR crisis is declared. The information packet should include:

AML History;
AML Fact Sheet;
Contact information for AML Marketing Director/AML PR Counsel Representative.

Due to the situations that may result in a PR crisis, AML may choose not to contact the media. For example, AML would not want to go to CNN with information about a local gifted children coordinator being arrested for sexual assault of a child. However, there might be an occasion for AML to be proactive in declaring its stance on a particular PR crisis.

Each PR crisis will be dealt with on an individual basis. When declaring a PR crisis, the panel will make the decision to be or not to be proactive with the media.

If AML chooses to notify the media when it declares a PR crisis, AML PR Counsel will have a specific list of media outlets to receive the general information packet and specific details regarding the current situation. The media list will include:

News and assignment editors at national bureaus (ABC, CBS, CNN, FOX, NBC, Associated Press and Reuters)
National news editors at *The New York Times, Wall Street Journal* and *USA Today*
General assignment editors at the top 50 ADI newspapers
All local media in market where crisis originates

To assist in distribution, AML PR Counsel may choose to use a contractor to "blast-fax" this information to the targeted media outlets.

The panel may choose to use AML's Web site (www.us.mensa.org) as a tool to communicate to the general population its stance on a particular PR crisis. The use of the Web site should be carefully analyzed and coordinated with the AML Webmaster.

Depending upon the severity of the PR crisis, the panel may choose to use one or more of the following as a communication tool:

- Video/audio news releases;
- Special toll-free "800" number;
- Live television appearances;
- National radio interviews;
- News conference/briefing.

Evaluation

Once the immediate details of the PR crisis have been handled, the panel will evaluate the long-term effect of this situation and determine if any tactics need to be implemented to reduce any long-term effect.

These tactics may include, but not be limited to:

- monitor ongoing developments of situation;
- create new policy or procedure;
- modify existing policy or procedure;
- initiate an appropriate program.

An example of this would be the Greater Los Angeles Area Mensa volunteering at a soup kitchen following the Lament incident.

The PR Crisis Communications Panel, led by AML Marketing Director, will evaluate the overall effectiveness of the plan. In doing so, the panel will make the appropriate changes to the plan. During the evaluation, the following areas will be examined:

- flow of information;
- current strategies;
- distribution of roles and responsibilities; and
- need for additional strategies.

Panel Members. AML Executive Director, AMC National Chairman, AMC Development Officer, AML Marketing Director, AML PR Counsel

Special Consultants. AML General Counsel, AMC Treasurer

Areas of Responsibility

AML Executive Director
- AMC Members
- National Office Staff
- Local Group Officers
- Mensa Phones

AMC National Chairman
- Mensa International

AMC Development Officer
- Mensa Publications

AML Marketing Director
- Mensa Publications
- AML Web site
- Mensa Outlets
- Media Outlets

Appendix H

Monthly Distribution

Alpha Change Listing / ZIP Change Listing – monthly mailing
Distribution: any Local Group designee up to total for group based on group size
Authorization: Local Secretary
The Alpha Change and ZIP Change Listings serve as a monthly roster of current membership and also flag information changes between the current and prior month. The Alpha Listing contains group membership sorted alphabetically by member name and is used by all officer/designee types as a group roster. The ZIP Listing contains group membership sorted by address ZIP Code and is used primarily by editors and circulation managers to reference group mailings.

The reports contain member name, number, and address for each member of a Local Group. Additionally, the report provides phone, email, birth month and day, gender, since date (of continuous membership), expiration date, and privacy release responses. Changes to member data and individual moves in and out of the group are tracked.

Up to four copies for groups with 1-500 members, five for 501-1,000 members, six for 1,001-1,500, seven for 1,501-2,000, eight for 2,001-2,500 members, etc.

Offers of Membership listing and labels – monthly mailing
Distribution: One label run/listing to any Local Group designee, both together or to separate individuals
Authorization: Local Secretary
These reports and labels reflect any individuals who have qualified for membership through supervised testing or prior evidence during the reporting month but have not joined (membership dues received) by the last business day of the reporting month.

Recommended uses may include mailings/follow-ups to encourage joining, invitations to Local Group events, and sample issues of the Local Group newsletter.

Prospect listing and labels – monthly mailing
Distribution: One label run and one listing to any Local Group designee, both together or to separate individuals. One additional list to proctor or testing coordinator.
Authorization: Local Secretary
These reports and labels reflect prospect requests received during the reporting month. A prospect request is defined as a request for a membership brochure, testing location information, or the Mensa Home Test. The prospect listing may reflect multiple requests per individual during the reporting month, and individuals may be listed on concurrent monthly listings if requests are made. Offers of Membership (or candidates) are NOT included on this listing as they have already qualified for membership. Recommended uses may include targeting specific request types (e.g., Mensa Home Test sales), encouraging testing at the local level, invitations to Local Group events, and sample issues of the Local Group newsletter.

Members New to Your Group listing and labels – monthly mailing
Distribution: One label run/listing to any Local Group designee, both together or to separate individuals
Authorization: Local Secretary
These reports and labels reflect all members moving into the Local Group during the reporting month. Individual types include:

- new Mensa members, renewing Mensa members *(those individuals whose memberships have lapsed between April 1 and Dec. 31 of the calendar year)*,
- reinstating members *(those individuals whose memberships have lapsed longer than the initial eight month period)*,
- members moving into the group due to address change,
- members moving into the group by preference *(the choice to be a member of another Local Group, not based on ZIP Code designation)*,
- and members transferring from other international Mensas.

Recommended uses may include letters introducing to Mensa and/or the Local Group, welcome and welcome back letters, invitations to Local Group events (including new member parties), and sample issues of the Local Group newsletter.

Local Group Labels – monthly mailing
Distribution: One label run to any Local Group designee
Authorization: Local Secretary
This label run contains address labels for all members who are active members assigned or preferenced to the Local Group as of the last business day of the reporting month. Additionally, labels for the Newsletter Exchange program (Corporate Subscriptions) are included in the run. The label run is sorted by ZIP Code and contains additional Mensan family members also; the group may receive, upon request, the primary family members, additional family members, and newsletter exchange (corporate subscriptions) in separate label runs.

Local Group labels are provided for the distribution of the Local Group newsletter. The recommended distribution recipient should be the circulation manager, newsletter editor, or individual responsible for the monthly newsletter mailing.

Additional label runs after the initial monthly set or specific label runs may be requested through the Systems Coordinator at the National Office.

Monthly Roster Diskette
— monthly mailing upon authorization
Distribution: One diskette to any Local Group designee
Authorization: Local Secretary and diskette recipient
The monthly roster diskette contains the same information provided on the Alpha or ZIP Change Listing in electronic format. Additionally, the diskette contains newsletter exchange (corporate subscription) addressing information, an address-only file for mailing, and a postal barcode font. For specific months of the year, the diskette will contain Personal Data Questionnaire information; see *PDQ Statistics* for more information on this information.

The diskette recipient and Local Secretary must provide authorization via a diskette request form available through the National Office or on the American Mensa Web site. If the diskette recipient changes, a new form must be provided before the monthly diskette distribution continues.

Circulation Statistics — monthly mailing
Distribution: Local Secretary and circulation representative (group label recipient)
This report provides information on the labels provided to the Local Group each month. Included are breakouts of the counts of label types in the group labels provided, and counts labels for offer of membership, prospect and members new to the group. In addition to the counts provided, there are listings for the individuals provided via the label runs.

This report is provided to Local Secretaries as a resource of information that may be provided to other Local Group officers through the lists and label runs. It is provided to the group's circulation representative to facilitate newsletter mailings.

CASS Certification Form — monthly mailing
Distribution: circulation representative (group label recipient)
Each month, the group labels are CASS-certified. In doing so, addresses are standardized to match those kept in the U.S. Postal Service address database. The most obvious standardizations include abbreviation of street designators (e.g., Street = St) and the removal of punctuation on the address information when printed to label/envelope stock for mailing. Providing this form and meeting other criteria may provide additional discounts for Local Group newsletter mailings.

This report is provided to the label recipient as the individual most likely to coordinate with the USPS for mailing the Local Group newsletter.

Young Mensan Listing — monthly mailing
Distribution: Local Secretaries and Gifted Children Coordinators
This report lists local young Mensans under the age of 18. The listing includes age and contact information for those who release this information. Parents of young Mensans must provide signature to the National Office to release information other than mailing address.

Groups may use this information to provide event programming for specific age categories.

(Note: When a child is our member, we often ask parents to make decisions and sign permission slips for the child.)

***AML Today* — monthly mailing**
Distribution: All officer who receive a month end packet.
The National Office's newsletter to Local Groups, *AML Today* includes membership statistics, testing and inquiry statistics for the reporting month. Additionally, the National Office staff provides valuable information on the state of Mensa, upcoming events and issues, and general information that should prove useful to Local Secretaries and Editors.

Groups often include this information in their monthly newsletter, review information at meetings, and provide additional distribution of the memo to other officers in their groups.

***Proctor Update* — frequency varies, included in monthly mailing**
Distribution: Testing Coordinators, Proctor Coordinators, Proctors and Local Secretaries
Authorization: None; determined by the National Office
Distributed by the National Office Testing and Admissions Coordinator, the *Proctor Update* provides useful information to Local Groups including about testing procedures, tips for testing sessions and encouraging new membership.

Local Group Funding Statement — monthly, prior to the third Friday
Distribution: local Treasurers
This statement, not included in the monthly mailing, recaps funding for the reporting month and provides the transfer date and amount. Included in funding are the per-month breakout per primary and per additional family member, newsletter exchange (corporate subscriptions) funding,

testing funding, and incentives for new and reinstating members.

PDQ Statistics — May and November monthly mailings
Distribution: Local Secretaries
This report provides Personal Data Questionnaire statistics and responses for those members who release this information to the Local Group. Included on the report are individual marital status, children at home, languages, interests and occupation. Members who restrict the information or who have not submitted a PDQ are also noted.

The report is distributed for the full Local Group membership with the May and November monthly mailings. Information is also included on the Monthly Roster Diskette in the months specified.

Lapsed Member Listing and Labels — May and June monthly mailings (as noted)
Distribution: Local Secretaries and Editors
These reports and labels provide information on individuals considered current-year lapsed, those that lapsed their membership as of April 1 of the current year.

The lapsed member listing is provided to Local Secretaries and editors in the May monthly mailing to notify the Local Groups of those members whose memberships have lapsed.

Both the listing and labels are provided to Local Secretaries and editors in the June monthly mailing so that the Local Secretaries (if the groups choose to do so) may participate in the Lapsed Member Funding program. Sets are provided to the editors so that they may send one last copy of the Local Group newsletter. Other uses of the label sets may include follow-up letters encouraging membership renewal.

A group may, at any time, request lapsed member labels for the current year or for prior years by contacting the systems coordinator at the National Office. No additional Local Group funding is provided for requests outside of the Lapsed Member Funding program.

Lapsed Member Funding participation form — June monthly mailing
Distribution: Local Secretaries
This form is provided with the lapsed member labels and a copy of a blank renewal form to the Local Secretaries. Per ASIE, groups receive $.50 per member contacted; only one contact per member lapsed during the current year is considered. Groups must submit the participation form or an email including the same information to the National Office by the due date to receive funding in this program.

Full Newsletter Mailing labels/participation form — July monthly mailing
Distribution: circulation representative (group label recipient)
A part of the Newsletter Exchange program (corporate subscription), these labels are provided to the Local Group in order to send their Local Group newsletter to all other Local Groups and also AMC members and specific appointees. This program allows the Local Group to read other Local Group newsletters and to encourage the exchange of ideas on Local Group event programming.

For the full mailing, the group receives their standard, monthly subscription funding and the amount to cover the additional mailings. The current newsletter exchange rate is $.65 per program subscription mailed; the National Office must receive a copy the group's newsletter in order for funding to occur. Groups must submit the participation form or an email including the same information to the National Office by the due date to receive funding in this program.

***Mensa Bulletin* Directory Update Form — June and December monthly mailings**
Distribution: Local Secretary
Pre-printed with current information, this form provides the Local Secretary with the opportunity to update Local Group and officer information to be published in the Local Group directory issues of the *Mensa Bulletin*. Included for the Local Group are Mensa Phone, Web site, newsletter and approximate newsletter mailing date. Officers included for publication are the Local Secretary, Editor, Gifted Children's Coordinator, SIGHT Coordinator and Area Coordinators.

Local SIGHT Coordinators must be approved by the National SIGHT Coordinator prior to publication. All other information changes must be submitted by the Local Secretary on the update form or in an email including the same information to the National Office by the due date to ensure accurate keying and proofing of the information.

Newsletter Selection form — September monthly mailing
Distribution: local Editor
Through the Newsletter Exchange program (corporate subscription), each group may request and receive up to 20 newsletters from other Local Groups. This program allows the Local Group Editor to read other Local Group newsletters and to encourage the exchange of ideas on Local Group event programming.

Each year, the local Editor may select, either independently or by a Local Group decision, which newsletters the Local Group wishes to receive during the coming calendar year. Groups must submit the participation form or an email including the same information to the National Office by the due date to participate in this program.

New subscription labels are exchanged for the current year subscription labels in the December monthly mailing so that the Local Groups can begin sending to the new subscriptions for the January issues of their newsletters.

***Mensa Research Journal* subscription form — September monthly mailing**
Distribution: Local Secretary
Local Secretaries have the option of receiving a complimentary subscription to the *Mensa Research Journal.* Each year, the subscription must be renewed, and the subscription is not transferable to other officers or Local Group members.
Groups must submit the participation form or an email including the same information to the National Office by the due date to receive the *Mensa Research Journal* for the coming year.

AMC Mini-Minutes — Quarterly, the monthly mailing following the AMC meeting
Distribution: Local Secretaries and Editors

Mailing Schedule
The monthly mailing is usually assembled and mailed out between the 6th through the 9th of the month. However, this schedule varies from month to month, depending on how dates fall in the month and depending on other unforeseen, last-minute events.

Appendix I

AMC Report Form

Your name:

Office or Committee:

Committee Type:

Committee Liaisons:
AMC:
Staff:

Time period covered by this report:

Goals for this year:

1.

2.

3.

(etc. as needed)

Changes in Goals (if any):

Actions Taken by Committee (since last report):

Changes to Committee:

Requested AMC Action (if any):

Credits

Henry Schofield Noble wrote this handbook in 1979, and revised and updated it in 1981, 1985, and 1987. Richard Amyx revised and updated several sections in 1983. The National Office staff revised and updated it in 1989 and contributed to all revisions. The 1995 revisions were a joint effort of Marie Mayer, the National Office staff, Jean Cooper, and others who shared their wisdom. The National Office staff and Marie Mayer did updates in July 1997. 1999 updates were done by Jean K. Becker and reviewed by Marie Mayer. 2000 updates were done by Jean K. Becker and reviewed by Marie Mayer. 2001 updates were done by Marie Mayer, Darlene Criss, and the National Office staff. Jean Becker, the AMC ExComm, Betsy Burke and the National Office staff did the 2003 updates. 2005 Updates were done by Russ Bakke and the National Office staff.