

## **EXECUTIVE POLICIES**

### **DEPARTMENT of the OPERATIONS VICE PRESIDENT**

#### **1. Operations Vice President, Job Description 01-08**

Responsibilities are defined by Board Acts. Specifically, they include:

- Managing and supporting the committees within the OVP department to accomplish department business. Assisting the committee chairmen in creating visions, plans, and strategies for their committees.
- Effective, efficient operation of the NSS headquarters and staff, except in most matters of accounting (which are the responsibility of the NSS Secretary-Treasurer). The day-to-day responsibilities are delegated to the NSS Operations Manager.
- Staffing the NSS office. Supervising staff operations through the Operations Manager. Updating the NSS Staff Handbook as needed.
- Determining staff salaries and bonuses, within the NSS budget allowances.
- Working with the Operations Manager, Office Automation Chairman, and IT Committee to maximize the efficiency, accuracy, and quality of office operations.
- Overall operation and management of the NSS Bookstore and advertising, NSS Library, NSS AV Library, and NSS Web site and discussion forum, including quality and content of the NSS Web site. Overall management and protection of the NSS Archives and NSS Photo Archives.
- Quality and content of standard communication and forms sent from the NSS office and Web site to NSS members regarding membership renewals, Bookstore purchases, donations, etc., as well as brochures.
- Membership and renewal processes.
- Maintenance of the headquarters buildings and equipment.

#### **2. The Mission Of The NSS Office 01-08**

To provide exceptional and courteous service to NSS members and customers, and manage the business of the Society in a competent manner.

#### **3. Office, Bookstore, and Departmental Policies 07-08**

The OVP, staff, and committee chairmen will strive to create written policies documenting and governing the way business is conducted. Policies regarding operations of the office, bookstore, Web site, Archives, AV and book libraries, and other responsibilities of the OVP will be maintained in the NSS office for reference, in both hard and digital copies.

The following policies and procedure documents have been created to guide the staff and OVPs, and are on file in the office on the NSS server. Printed copies are to be kept in a notebook for quick reference by the staff.

1. AV Library Lending Policy (5-08)
2. NSS Book Pricing Policy (2-08)
3. Renewal Reminder Process (6-07)
4. NSS Privacy Policy (3-08)

5. NSS Archives Policy (6-07)
6. NSS Style Sheet
7. Process for Adding to Bookstore Inventory (2-08)
8. Policy for Resale of NSS Merchandise (2-08)
9. Memorandum of Understanding: Resale of NSS Member Merchandise (2-08)
10. Policy for Distribution of NSS Member Mailing Labels (includes confidentiality agreement) (4-08)
11. Procedures for Entering Cash Receipts after a Caving Event (7-08)
12. Procedures for Operating the Credit Card Terminal (7-08)
13. NSS Limited Edition Designer T-shirt Program (5-08)
14. Publication Archives Procedures (8-08)
15. Procedures for Registering Copyrights (7-08)

These documents were created to support office services

1. NSS IO Services Guidelines for Members (5-08)
2. NSS Merchandise MOU for Caver Vendors (2-08)
3. Vendor wholesale price list and worksheet (5-08)

**4. NSS Archives Policy 05-07**

1. The room in which the archives are stored shall be kept locked, and only those authorized by the NSS Archives Chairman shall be allowed access.
2. All requests for material that requires access to the NSS Archives files shall be sent to the Archives Committee Chairman for action.
3. The Archives Committee Chairman shall be notified by the NSS office when material arrives that is addressed to the Archives or appears to be appropriate for the Archives.
4. The Archives Chairman shall be notified when access to the room in which the Archives are stored is necessary for any reason.

**5. NSS Staff Handbook 01-08**

The NSS Staff Handbook governs employee policies and practices. The Handbook is to be distributed to each employee, and updated and amended as necessary by the OVP. Every new employee shall sign the form in the handbook to confirm that they have received a copy and agree to abide by its policies.

**6. NSS Bookstore Inventory 01-08**

Guidelines and instructions for ordering, pricing, and adding new Bookstore stock are contained in the written policy "Adding to NSS Bookstore Inventory."

General priorities, when considering books:

1. Books published by the NSS; NSS symbolic items

2. Non-fiction adult books that specifically cover the sciences of caves and karst.
3. Non-fiction adult books that specifically cover areas of interest pertaining specifically to caves and karst, such as history, techniques, specific caves and caving regions, educator references, conservation, biographies/autobiographies of important figures in caving/speleology, and general interest and information.
4. Fiction and art books specifically relating to caves and caving, including poetry.
5. Children's books specifically relating to caves and karst.

However, each book will be evaluated on its own merits for quality, audience appeal, and appropriateness.

**7. The NSS Style Guide 01-08**

The NSS office, brochures, membership letters and forms, and NSS Web site material should follow the NSS Style Guide. (Available on the NSS News Web page.)

**8. Pricing NSS-published books 07-08**

The *Policy for Pricing NSS-Published Books* will be used by the OVP, office staff, and EC, as a guideline when setting prices for NSS-published books. The policy is kept in the NSS office.

**9. NSS Forum Sub-Committee 07-08**

The sub-committee has overall responsibility for the NSS Forum, CaveChat, [www.cavechat.org](http://www.cavechat.org), NSS Online Cavers [www.onlinecavers.com](http://www.onlinecavers.com), and the NSS Flickr photo group [http://www.flickr.com/groups/caving\\_photos/pool/](http://www.flickr.com/groups/caving_photos/pool/).

The administrator of the NSS Forum (CaveChat) answers directly to the NSS OVP, and has the following responsibilities:

- a) Chair the sub-committee.
- b) Overall operation, look, and feel of the CaveChat forum.
- c) Maintaining and upgrading the CaveChat forum software (currently phpBB) including creating back up copies of the Forum regularly.
- d) Selecting and guiding Forum moderators.
- e) Promoting CaveChat, including:
  - Keeping links up to date on various NSS and I/O sites.
  - Seeking out other caving Web sites that might host a link to the Forum.
  - Submitting articles, notes, and/or ads about the Forum to the NSS News and on caver list-servs to spread the awareness of the Forum and its benefits.
  - Promoting the Forum at NSS Conventions
- f) Explore and develop other reasonable avenues on the Internet for the NSS to encourage fellowship and networking among NSS members, to promote an interest in caves and their protection, promote speleology, introduce the NSS and responsible caving to non-members, and increase the visibility and stature of the Society. New projects should be approved by the NSS OVP.
- g) Appointing any sub-committee members necessary to effectively carry out the committee's responsibilities.

h) Submitting a report on sub-committee activities to the OVP about 45 days before each Board meeting.