

July 8, 2010

MEMORANDUM

To: Board of Directors  
Society for the Study of Social Problems

From: Sandy Welsh  
Chair, Permanent Organization and Strategic Planning Committee

This past year was a quiet year for the PO&SP Committee, compared to the fast-paced previous year (2008-09) that saw the PO&SP Committee focused on the hiring of the new Executive Officer and revising the complete Operations Manual.

At last year's (2009) meeting, the PO&SP Committee approved a motion to skip the normally scheduled site visit for spring 2010 and move the site visit to spring 2011. This decision was based on two factors: a) the University of Tennessee-Knoxville was visited in the Fall of 2008-9 year, so a visit one year later seemed excessive in terms of cost and limited in information to be gained; and b) the committee wanted the new Executive Officer and the SSSP administrative staff to have adequate time to become acquainted and develop working relationships before being visited and reviewed. Beginning with the site visit in spring 2011, the site visits will return to their regular biennial schedule. The 2010-11 PO&SP Committee will need to make arrangements for the site visit/evaluation. As laid out in the 2010 SSSP Operations Manual:

A subcommittee (Chair and two committee members) will perform a site visit of the Administrative Office biennially. The biennial visit should take place in the Spring of the second year, and be routinely initiated by the Administrative Officer. The meeting should be organized jointly by the Chair of the Permanent Organization and Strategic Planning Committee and the Administrative Officer. Care should be taken to identify and agree upon a convenient time for all involved parties. The purpose of the visit is to conduct personnel evaluations of the Executive Officer, Administrative Officer, Meeting Manager, Administrative Assistant and Webmaster, and Graduate Research Associate, to discuss a range of operational issues of current concern, to review the Society's website for content, design, and links to relevant organizations, to plan new goals, and identify future development issues. The Chair will prepare a report summarizing the meeting. The Administrative Officer will distribute the report to the Board of Directors and the Budget, Finance, and Audit Committee. A budget item for committee expenses is included in the Society's budget (p. 37).

The PO&SP Committee will have a general discussion of the site visit at our 2010 meeting and will work closely with the Administrative Officer as the coming year progresses.

During 2009-10, the PO&SP Committee discussed and approved via e-mail the following items concerning the SSSP Operations Manual:

- Insertion of a timetable of committee activities for the Membership & Outreach Committee (p. 36). The Executive Officer and Administrative Officer requested this change in order to provide guidance and clarify expectations for incoming chairs of this committee.
- Revision of the job descriptions for the Administrative Officer, Administrative Assistant & Webmaster and Graduate Research Associate (pp. 49-53). The changes involved are described in the paragraph below.

The job descriptions changes involved two major issues: the time-consuming tasks involved in the maintenance of the website and the recommendation by the Budget, Finance & Audit Committee to train the Administrative Assistant on financial administration tasks to provide support and back-up to the Administrative Officer. On the recommendation of the Administrative Office staff, the PO&SP committee approved moving the Webmaster tasks to the Graduate Research Associate and adding the crucial financial administration tasks to the Administrative Assistant position. This also resulted in changing the Administrative Assistant & Webmaster title to Administrative Assistant. Minor changes were made in the Administrative Officer job description to reflect the new title and responsibilities of the other positions.

The change in job descriptions was triggered, in part, by Sharon Shumaker's (the current Administrative Assistant & Webmaster) decision in late May to step down from her position effective July 16, 2010. The PO&SP Committee thanks Sharon for her exemplary work for the SSSP and sends our best wishes to her and her family. We also thank Michele Koontz for her incredibly effective work posting the position, interviewing candidates, and hiring Ms. Kelley Flatford as the new Administrative Assistant (effective August 2<sup>nd</sup>) under such tight time constraints.