

Hear ye! Hear ye! Omaha Atheists needs you!

Calling all interested persons who are interested in running for a position on the Omaha Atheists Board of Directors. All Board positions are up for election for 2015!

Requirements for Candidacy:

- You must be a dues paying member in good standing (current on your dues).
- You must have time to devote to OA. Time requirements vary by position, but at the very least, require a Board meeting once a month plus any activities required for your position.
- It is helpful to be “out” about your atheism as you will be a part of the “face” of OA, and there is potential that you will be representing OA to the public.

How to Throw Your Hat into the Ring

- Please write a letter that will be sent to all dues paying members stating the position(s) you will be running for, your qualifications for that position(s), any details that you feel the membership should know about your candidacy, etc.
- If you are running for multiple positions, you may draft a letter specific to each position you are running for if you would like. For example, if you’re running for Director of Education and Treasurer, you might write two letters: the first about your teaching experience; the second about your calculator/accounting skills.
- If you are running for multiple positions, please note which position is preferred. If running for more than two positions, please note the order of preference.
- Please keep your letters to a page or less.
- Email your letter(s) of candidacy to president@omahaatheists.org
- All letters of candidacy must be received by 11:59pm November 21st, 2014.

Time Frame

- November 21st 11:59pm: letters of candidacy due
- November 22nd
 - 12:00am: campaigning may begin
 - Letters of candidacy posted in social media, emailed to Dues Paying Members
- December 10th: Ballots are emailed to all Dues Paying Members
- December 16th:
 - 6:30pm: Mid-month Meetup at Clancys, on-site voting will be available
 - 9pm: Polls close
 - Results of the vote will be announced shortly after 9pm once vote are tallied
- The 2015 Board’s term begins January 1st, 2015.

Job descriptions are below. The job description as listed in the bylaws is presented first then a job description written by the person who currently holds the position is written afterwards. Please feel free to contact any Board member if you have any questions about their specific job (contact info is listed after each position), or please email president@omahaatheists.org questions about the election in general.

President

3.1.1 President – Serves as the chief executive officer of Omaha Atheists; presides over each meeting of the Board or designates another Board member to preside. Facilitates cooperation between board members and their committees to ensure goals and duties of all committees are completed efficiently and effectively. Acts as the public face of the group in the community and to news media outlets, or designates another member to do so; Ensures that board members are fulfilling their appointed duties

The position of President of Omaha Atheists, our non-“prophet” organization, is no small task and can be time-consuming. You are the “volunteer-in-chief”; the ultimate representative of the organization and that proverbial buck stops with you. You might get credit for all the hard work that goes into running an organization like Omaha Atheists, but you are ultimately responsible if something goes wrong.

You are the face of the organization. Repeat: You are the face of the organization. How you present yourself reflects not only on Omaha Atheists, but on the atheist community in general; locally, regionally and nationally. Your interactions with the community, both secular and otherwise, will influence how we are perceived. You may, and often will be, the determining factor in whether someone reacts positively or negatively toward us. There may be occasions when you will need to speak to the media, in which case your conduct is of the utmost importance.

You will preside over the Board of Directors at monthly meetings. You must have knowledge of the Omaha Atheists Bylaws, as well as all policies and procedures, in order to ensure that the organization runs smoothly and adheres to all regulations required of a 501(c)3 non-profit organization. The president must set the standard for the actions of all other board members, and the president must be willing to get involved if anything goes awry. You must deal diplomatically with different personalities, those on the board and within the membership, some of whom may not always get along. You must be willing to be considered the "bad guy" in difficult situations. In any group of people there will be differences of opinion and personality clashes, as well as simple hurt feelings or all-out arguments, and those issues must be handled expediently, fairly and without bias, and with the knowledge that pleasing everyone isn't always possible.

Other attributes that would be helpful in this position: positive, can-do attitude, able to delegate, work well with others, good communication, seek input from others, must be committed to this organization, time to commit (~2-10 hours per week, depending on what's going on), calm, cool, collected, organized.

Finally, you will represent Omaha Atheists in the Coalition of Reason and on any other community committees when needed.

On a personal note, it has been my pleasure to serve on the Omaha Atheists Board of Directors in various capacities over the last three years, and my decision to not run again for 2015 is bittersweet. However, you can still count on me to be at numerous events and to volunteer for activities as my schedule permits.

Meagan Wilson: Meagan@omahaatheists.org

Secretary

3.1.2 **Secretary** – Oversees membership records and member benefits. Maintains minutes of Board meetings and other records as instructed by the President. Ensures that all board and committee dates and times are made available to members.

The Secretary of Omaha Atheists is primarily responsible for managing the roster of paid members, conducting new member Meetups, facilitating board meetings and publishing meeting minutes, and editing OA bylaws and policies in accordance with the bylaws and maintaining OA records. The Secretary supports the priorities set by the President and works closely with other board members and the paid membership to accomplish OA's mission as a 501c(3) educational non-profit.

Manages OA Roster:

(1) The Secretary adds paid members to the OA roster and reminds members when they are due to renew membership. People can apply for membership through an online form on the OA website or by filling out a form. In either case their information must be added to the OA roster (excel spreadsheet) after the Secretary confirms that they have paid their dues. Dues can be paid via credit card or paypal using the online form or by cash or credit card in person. Board members have "swipe" devices for using cards with their phones. Memberships are good for one year.

(2) Welcome new members via email. Examples are in the Secretary folder.

(3) Remind members ~1 month before their memberships expire by sending them an email. Record the date on the roster when you remind them.

Conducts New Member Meetups:

(1) Create at least one new member Meetup per month. When possible do two - one in a public setting and one hosted at someone's house. Intent is to provide a public option for those not comfortable going to someone's house and a private option for those who aren't "out" about their atheism or who aren't in a position to afford to eat out.

(2) Create the Meetup event on Meetup.com. Cross post the event to Facebook using the same info and a link to the Meetup.com event.

(3) Answer any questions promptly. Meetup.com allows folks who RSVP to ask questions - make sure those are automatically sent to your email account. Likewise, respond to any comments made on the Facebook event.

(4) Greet everyone who attends the Meetup - be social! Get their names (and email addresses!), find out about them, introduce them to each other. Getting them started on their "de-conversion stories" is a great way to build the conversation.

(5) Cover the 4 pillars of OA: Community, Activism, Service and Education. Give a few examples of each.

(6) If any prospective members have special skills (marketing, arts, professional speakers, academic backgrounds) suggest ways they can use them to advance OA's mission.

(7) Follow up the day after the event with an email thanking them for attending and invite them to the next OA social event.

Supports Board Meetings:

(1) Create a Meetup for the board meeting and cross-post to Facebook not less than two weeks prior. Prepare a draft agenda with known agenda items. Post on the OA Board Facebook group for comment. Encourage members to attend the board meeting or send in their concerns.

(2) Prepare the final agenda not less than a week before the board meeting. Email the agenda and the minutes from the prior board meeting to all paid members. Cross post to Facebook.

(3) In preparation for the board meeting print up the prior meeting's minutes and copies of the agenda for all board members.

(4) During the board meeting:

Read the minutes of the last board meeting.

Call for any issues from attending members.

Call for each board member to give their reports.

Facilitate each of the "special orders" (issues board members or paid members added to the agenda)

Take notes!

(5) After the board meeting:

Write up the minutes of the meeting.

Email to all paid members and post to Facebook (in .pdf format)

Archive a copy in the Secretary folder

Edits OA Bylaws and Policies and Maintains Records:

(1) Secretary is responsible for archiving the bylaws and policies in the Secretary folder. Ensure that up-to-date copies of each document are posted on the OA website, Meetup.com documents page, and Facebook.

(2) Keep a paper copy in your "secretary binder" so that you can refer to it during board meetings.

(3) Changes to the bylaws and policies require board action and sometimes vote by paid members. Be familiar with the process.

Thomas Gray, Tom@omahaatheists.org

Treasurer

3.1.3 **Treasurer** – Accounts for all funds of Omaha Atheists, as required by law and by orders of the Board. Deposits Omaha Atheists' funds in a safe depository approved by the Board. Co-chairs the Fundraising Committee. Prepares financial and other reports required by governmental agencies.

The treasurer's job is to keep track of OA's assets. This includes managing OA's financial accounts (Bank, PayPal, Square, etc). The treasurer tracks OA's various special funds (Heathen Helping, Camp Quest Scholarship, etc).

Other duties include co-chairing the Fundraising Committee, filing OA's year end tax information, tracking expenses, tracking money spent by the committees with allocated budgets, providing budgets for expected costs throughout the year, and working with the Secretary to keep the membership roster up to date.

Robert Fuller, Rober@omahaatheists.org

Director of Community Service

3.1.4 **Director of Community Service** - Presides over monthly meetings of the Community Service Committee. Coordinates community service projects and charitable giving for members and non-members. Organizes and implements community service projects and philanthropic endeavors.

The Director of Community Service organizes coordinates and implements service projects to benefit the community at large, such as food drives, highway clean-up, and other charitable endeavors. When a project is selected, contact is made with any agencies or other organizations involved to determine the nature of the need, locations, schedules and any other pertinent information. Meet-ups are then scheduled to recruit volunteers, who will then be apprised of their part in the project and what must be done to complete the project. Some service projects will occasionally overlap or be done in tandem with other board positions, such as activities and education. The Director of Community Service is also responsible for obtaining receipts for donations, should the persons donating request them for tax purposes. When a project is completed, a short blog post should be posted to the website, including any photos that may have been taken during the service activity.

Beverly Carlson, Beverly@omahaatheists.org

Director of Education

3.1.5 **Director of Education** – Presides over monthly meetings of the Education Committee. Coordinates education opportunities for members and non-members and develops educational outreach programs for the general public. Maintains a lending library to be made available to members in good standing.

The Director of Education position is a moldable position. For example, our previous DoE was very active in creating and running round-table discussions. I joined the OA Board in June, when the DoE seat was vacated and tried to find and advertise educational opportunities for our members. Here's a short list of other activities you could embrace as the Director of Education:

- Ask/Meet an Atheist events
- Bringing in speakers to talk to members
- Working with local churches to set up discussions
- Setting up (the aforementioned) round-table discussions
- Inviting the group to open-to-the-public or ticketed educational events (like Science Cafe or the lectures held at local museums, universities, etc.)
- Working with the other members of the Board to create handouts/educate the public about who we are and what we're all about

The Education Director is also responsible for the library.

Needless to say, if there is another aspect of education (I'm sure there are plenty) you would like to bring to OA, don't hesitate!

Diane (Newt) Shane, Diane@omahaatheists.org

Director of Marketing

- 3.1.6 **Director of Marketing** – Presides over monthly meetings of the Marketing Committee. Coordinates marketing, advertising and promotional activities via print and digital media outlets. Expands membership in the organization. Co-chairs the Fundraising Committee. Assists designated spokespersons with presenting cohesive messages about Omaha Atheists to the media, general public, or public officials on behalf of the organization.

Before we get into job responsibilities, let's answer a basic question: Why does Omaha Atheists need a Marketing Director? What justifies keeping up the website, increasing our social media presence, and representing the organization as a whole to the local, regional, and national community?

Here's the answer: Every time we have a table at an event (Pride, Earth Day, Apostacon, etc) people walk up to us and say, "I didn't know there were atheists in Omaha!"

After all the news coverage (press, radio, TV) that OA has had this year, and it's been a fair amount, there are still many people in our own city who do not know who we are.

People who need a secular community are out there. In Omaha, Nebraska. Right this minute. OA needs a Marketing Director so that we can find these people, tell them who we are, and give them an opportunity to meet us.

When I came here, I felt as if I had finally landed among my people. It is that feeling that I remember during the late nights/early mornings that are sometimes spent in this endeavor. Also, it's an awesome job. Now, let's get into the nuts and bolts of this thing.

Responsibilities: (this all takes between 5-20 hours in a week)

Be the face of the organization: Representing Omaha Atheists is a far reaching task. We have a membership community, a local/metro area community, and a national community.

Here is a list of major responsibilities, which is not inclusive:

- growing and maintaining the website
 - adding and removing pages as needed
 - keeping up the event calendar
 - making sure it's still easily navigated
 - blogs about events are really important
 - Ask members to blog about their experiences at events whenever possible. This helps a first time visitor to our site to understand who we are, and what we are about. Try to get one blog post per event. Also, don't be shy. You'll be writing some of these yourself.
 - Gather Evolution of an Atheist stories from anyone in the group with writing abilities and the willingness to help. These are coming out of the closet stories for atheists (see the website for examples). Some people out there might want to join us, but are apprehensive about doing so, for various reasons. These stories help people connect to us on a personal level, before they meet us in person.

- Social media presence
 - Facebook public page
 - regular postings here about events, reposting items from other local, are, and national groups
 - Twitter
 - Tweet regularly, and retweet/favorite/make friends often.
 - As with much of the social media presence, don't do this alone. Get people to help you whenever possible.
 - Facebook group page
 - This is the secret group page that many of us are a part of.
 - Oversee the moderators group. The group of moderators already has a manager. The Marketing Director is there to answer questions and help make decisions that need to be made.
 - Fight Club is also moderated (very little, but we do keep a presence).
 - Google + page
 - We haven't done much with this the past year. It could stand to be developed!
 - YouTube channel
 - Again, this could be developed much more. We currently have some videos on there, but there could be more. Any digital community that we have a foothold in could bring us more members.
 - Instagram
 - We started an Instagram this year. Again, this channel could be worked on a lot more.
 - Meetup
 - So many people get to us through Meetup. I had no idea how important Meetup could be to us, until I heard over and over again how many people find us through Meetup. My job in Meetup is simple: make sure there are enough events coming up on the calendar! When the calendar looks a little thin, pad that baby until it reflects how active this organization is. When people evaluate a Meetup group, that's one of the first things they look at: how active a group is. They want to know that a group is worth their time. It's well worth the effort to back up the Activities Director.
- Be the face of OA, in person
 - At Meetups. Attend Meetups whenever you can. Don't just hang with your peeps, either: seek out the new people and welcome them. While doing so, find out how they found us. This is helpful for you to figure out what parts of your marketing are working. Be the face of OA to our group members.
 - When someone brings up a concern, offer to take some time, have a caffeinated beverage, and listen to what they have to say. People do appreciate the time, and it helps me to get a member's eye view of what's going on in our group.
 - Be the face of OA to the local community. This includes representation to press, radio, and TV outlets. Press releases can be a powerful thing, especially when the group experiences unexpected difficulties. With mayors. (I digress). There are some members of the group who have experience writing press releases. Use them, and get feedback. A press release can be your best friend when the chips go down, in that it can help you get a story out with the right spin on it. Be familiar with how to write one, or gather friends who know how, and feed them appropriately.
 - Be the face of OA to the national community. Do this at conventions (tabling, anyone?) and in the digital media.

- Why? Why is it so important to be visible on the national radar? There are a couple of reasons for this.
 - Being known on a national level helps us to grow groups in other communities. Other groups look to us for advice on how to start and grow their groups. OA helps the secular movement grow in different areas, and that is something to be proud of.
 - Our reputation at the national level helps promote our local endeavors, which helps get the word out in our local community, which brings us new members. It all works together. Apostacon is a great example of this. Enough said.
- Help your fellow Board members
 - Try to write about every event that goes on in OA. Community Service, Activities, Education, these folks are busy putting on a lot of events. When people see that their actions are making something happen, then that encourages them to keep going. We are not just writing about events so that the outside world can see what we're doing. We also write about them so that our membership will know that we're really making a difference, not just attending a meeting once a month.

That's the job, in a nutshell. There are probably things that have been left out, but these are the main responsibilities. If you have any questions, ping me! And thanks for letting me serve in this position for the past nine months.

RJ Redden, RJ@omahatheists.org

Director of Activities

3.1.7 Director of Activities - Presides over monthly meetings of the Activities Committee. Organizes and promotes monthly gatherings and additional activities for all demographics. Coordinates activism and response to social and community issues. Confers with the Board prior to scheduling activism events.

The Director of Activities board position of Omaha Atheists is one of the most member interactive positions within the organization. It is the Director of Activities job to find several different events each month to satisfy all of our member's interests. With all of our members coming from different backgrounds, this could become a daunting task. Try your best to incorporate all of what is required of your position in the bylaws to your activities/events (social get-togethers, community events, and activism).

1. Plan events with your committee, getting input and ideas from them. Assign a member of the committee to each event.
2. Will it be re-occurring weekly? Monthly? Yearly? Tag it appropriately. Is it a family event? Opportunity for activism?
3. Create the event(s) on Meetup, then cross-post on Facebook and the website. This will ensure maximum attendance.
4. Go to as many events as possible. This will show that you support your work, your committee, and the organization as a whole.
5. Oversee events for subgroups and provide support as needed.
6. Work closely with other board directors (community service, education, and marketing) as they will need events pertaining to their areas as well. While they will be in charge of their events, you can provide support and direction.
7. Attend board meetings and update your fellow board members on upcoming events and any issues pertaining to your position, committee, and/or members.

Above all, the Director of Activities is all about building a community and fostering meaningful relationships between members. One of the best parts about Omaha Atheists is the time we all spend together, chatting, laughing, and finding and enjoying shared interests. We'd never be able to do those things without the help of the Director of Activities, planning events, finding new meeting spots, and helping us find each other at our many social gatherings throughout the year. Please note, this position requires anywhere from 5-20 hours of your time each week. The summer is busier as more events take place. You will be researching and speaking with venue management in order to coordinate events at their establishment(s).

Jamie Majurinen, Jamie@omahaatheists.org