

## DUTIES OF TWIN CITY AMATEUR ASTRONOMERS' BOARD MEMBERS, OFFICERS, AND CHAIRPERSONS

Approved by the Board of Directors on March 28, 2017

ALCor duties updated July 15, 2020

Revised and extended February 26, 2024

*Editor's Note: These descriptions are based on the Bylaws, minutes of the Board of Directors, commentary shared with the Board of Directors in March 2015, and feedback provided by officers and chairpersons.*

*All officers and chairpersons can reasonably be expected to attend Board meetings to make monthly reports at general membership meetings. In lieu of such, a written report is requested.*

### BOARD MEMBERS

**The Board of Directors** manages the affairs and business of the TCAA. The Board has the power and authority to perform all acts and functions related to the transaction of TCAA business in accordance with these Bylaws and the laws of the State of Illinois. The Board, as it deems necessary, prepares recommendations for presentation to the membership. (Bylaws, Article V)

**The First Director** serves as Chairman of the Board of Directors and President of the club. (Bylaws, Article VI)

**The Second Director** serves as Vice Chairman of the Board of Directors and the club's Vice President. (Bylaws, Article VI)

**The Third, Fourth, and Fifth Directors** have no defined duties per se other than as members of the Board of Directors. All directors are legal fiduciaries of the club. (Bylaws, Article VI)

### OFFICERS

**The President** (*Carl Wenning*) presides at all meetings of the TCAA and of the Board and has the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Bylaws. The President chairs the Board of Directors and presents an annual report of the work of the TCAA at each Annual Meeting of the TCAA. The President ensures that all reports and forms required by Law are properly kept and filed with the appropriate authorities. The President also declares the name and address of the legal Registered Agent of the TCAA at the Annual Meeting. The President manages the day-to-day operations of the TCAA, including supervision of all education and public outreach events. The president regularly communicates with the membership through *The OBSERVER* newsletter and the association's listserv. (Bylaws, Article VI)

**The Vice President** (*Scott Wade*) assists the President in discharging the duties of office, assuming those duties in the absence of the President or in the event of an inability to act. The vice president serves as Program Chair. (Bylaws, Article VI)

**The Secretary** (*Lisa Wentze*) keeps minutes and attendance records of TCAA meetings. The Secretary secures and holds official papers of the TCAA and maintains records of official acts and standing rules. The Secretary presents correspondence received at Board meetings and conducts such correspondence as directed by the President or the Board. The Secretary keeps records, including, but not limited to Bylaws, incorporation articles, contracts, and ownership documents in a safe and secure location. (Bylaws, Article VI)

**The Treasurer** (*Dave Osenga*) receives all monies and records them. The Treasurer cooperates with the Webmaster in maintaining accurate and up-to-date membership lists. The Treasurer reports the transactions of the office in the form of Treasurer's Reports prepared for monthly publication in the club's newsletter. Other than routine, disbursements are subject to the Board of Directors' approval. The Treasurer signs checks or drafts of the TCAA. The Treasurer cooperates with an audit at the end of each fiscal year conducted by a member selected by the President or the Board of Trustees if active. (Bylaws, Article VI)

## CHAIRPERSONS

Chairpersons (Chairs) are appointed by the President and serve at the pleasure of the Board. The primary duties of the various chairpersons are described below. Chairpersons may be charged with additional responsibilities as directed by the President or the Board.

A property manager is responsible for TCAA structures and equipment. The club has designated two types of property manager: **Visual Property Manager** (*Carl Wenning* assisted by *Sam Springer*) and **Photographic Property Manager** (*Scott Wade*). The visual property manager oversees the operation of observatory telescopes and equipment used primarily for visual work. This includes two solar telescopes in PSO, the CPC 11" in SGO, and the 20" and 24" at WO. Duties also include supervision of the use of the club's night vision technology (image intensifier). The photographic property manager oversees the operations of telescopes and equipment used primarily for photographic work. This includes the 14" and 17" telescopes in PSO and the 10" and 16" at WO. Property managers are responsible for the training, certification, and supervision of all users of said equipment.

A property managers' duties include security and maintenance of structures and equipment, disposition of equipment, and inventory. Security of structures ensures that all locks and lighting (inside and outside) of the observatory structures are maintained and replaced as needed. Property maintenance includes inspecting and clearing areas in and around the properties to maintain a safe environment and ensure that the observatory structures are clean, organized, and structurally sound. Maintaining equipment includes activities such as organizing equipment to be readily accessible for use by TCAA members, maintaining procedures approved by the Board for training and use of equipment as well as check-out and return of equipment, and making recommendations to the president for new technologies and devices that would enhance performance and security of the TCAA assets and make operation more straightforward and more accessible. Any member intending to use equipment that requires training (either by the Board or the equipment owner) must fulfill those requirements to the satisfaction of the Property Manager or a designee. Property managers may dispose of old, broken, or unused equipment as approved by the Board. An updated inventory of all purchased, donated, checked out, or disposed of equipment will be maintained and forwarded annually (January) to the Board before the TCAA annual meeting. Property managers maintain an inventory of key holders to TCAA properties. Property managers may request assistance conducting the position's responsibilities and assign duties to volunteer members as required.

The **Technology Coordinator** (*Patrick Connelly*) helps to maintain the operation and performance of the observatory computer, storage, and network systems. The Technology Coordinator works under the direction and supervision of a Property Manager when so doing. The Technology Coordinator also supervises and maintains the club's communications network.

The **Newsletter Editor** (*Sandullah Epsicokhan*) is editor-in-chief of *The OBSERVER* of the Twin City Amateur Astronomers. The Editor produces a monthly color digital newsletter promptly and responsibly. The Editor receives reports from members and actively pursues information suitable for publication. The Editor will work with the Webmaster to disseminate the newsletter. The Editor may appoint an **Assistant Editor** as reviewer, critic, and proofreader. The Assistant Editor works at the direction of the Newsletter Editor.

The **Historian** (*Carl Wenning*) gathers and preserves items of historical interest to the TCAA. These include but are not limited to documents, pictures, and other descriptions of TCAA activities – including the club's newsletter. The Historian regularly contributes to the newsletter, documenting special events and daily activities. The Historian turns over all holdings to the successor in office at the end of term.

The **Webmaster** (*Devanand Chatrathi*) maintains the club's web presence, maintains official documents on a server, and is responsible for disseminating the newsletter using a listserv. The Webmaster works closely with the Newsletter Editor, Treasurer, Publicist, and other officers and chairpersons in posting announcements to the extent that they apply. The Webmaster keeps up with the necessary technologies to keep the TCAA presence on the Internet; recommends and advises the Board on the direction and new technologies to use to maintain the TCAA presence in the community and our region; coordinates with equivalent from other clubs and organizations when doing joint ventures that require the sites to be linked or updated as instructed by the president; cooperates with the Treasurer in maintaining accurate and up-to-date membership records and email addresses, including renewal dates; and sends each member a statement of dues near the end of a membership term.

The **Astronomical League Correspondent** (ALCor) (**Dana Sawyer**) maintains regular communications between the club and the Astronomical League. (Bylaws, Article VII) The ALCor, working with the club Treasurer and/or Webmaster, provides accurate and up-to-date membership lists to the Astronomical League quarterly (every January, April, July, and October) and confirms observational records and forwards recommendations for awards to the AL for completed observing programs. *The ALCor also ensures that ballots for Astronomical League elections are presented to the Board of Directors for their consideration and that the vote is cast on a timely basis. (Added July 15, 2020.)* A detailed list of duties the AL defines is available at: <https://www.astroleague.org/al/general/alcors/dutyalcr.html>. Also, see the following link for additional descriptions and procedures: <https://www.astroleague.org/al/general/alcors/alcors.html>.

The **Official Registered Agent** (**Dave Osenga**) serves as the corporation's legal representative to the State of Illinois and maintains an open line of communication with the State of Illinois as required under corporate law. (Article VII)

The **Observing Coordinator** (**Sam Springer**) arranges monthly members-only observing sessions during the warmer months, promotes participation in Astronomical League observing programs, and encourages monthly visual observations. The coordinator is encouraged to prepare short articles to be published in the newsletter as observing activities become available. (Comments of March 2015 document to the Board)

The **Recruitment & Retention Coordinator** (**Darren Sawyer**) heads the Recruitment & Retention Standing Committee, whose members are appointed by the president in cooperation with the coordinator. The Committee studies recruitment and retention problems (many of which have been formally addressed in issues of the NCRAL *Northern Lights* newsletter, see [Index of Articles](#)) and brings recommendations for improvement of club practice to the attention of the Board.

The **Social Media Manager** (**Sunil Chebolu, Troy Berg, and Carl Wenning**) will manage the club's social media accounts. The Social Media Manager will promote the use of these media by club members and the general public by making regular posts about celestial and club events. The posts will ideally be made with a frequency of several times per week. Astronomical posts might include interesting astronomical facts and sky-watching events such as planetary and lunar configurations and brighter satellite passages. Club-related posts would include monthly meetings, public viewing sessions, and special events.

The **Youth Leader** (**Devanand Chatrathi**) will organize and lead astronomy-related workshops, seminars, and hands-on activities for the youth (ages 9-16) membership. Provide educational resources and materials to help young enthusiasts learn about celestial objects, space exploration, and related topics. Plan and execute astronomy-related events, such as stargazing nights, telescope observing sessions, or astronomy-themed competitions. Foster a passion for astronomy by sharing interesting facts, discoveries, and news related to space science. Encourage discussions and debates on astronomical topics to stimulate curiosity and critical thinking. Connect them with experienced professionals, scientists, or educators to seek help and guidance.

The **Program Chair** (**Scott Wade**) is the duty of the Vice President. The Program Chair will arrange for *topics and/or speakers* to present at monthly membership meetings. *The program manager will also consult with presenters about A/V needs and ensure adequate resources are available and the room is ready for meetings.* The Program Manager will assist with making our programming more broadly available using Zoom.

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The **Lighting Education Coordinator** (LEC) encourages the protection of the night sky by promoting awareness of the need to reduce light pollution and providing information about good lighting practices. The LEC may provide information at TCAA meetings and public outreach sessions and participate in other lighting education activities as directed by the Board. (Position eliminated March 2019.)

The **Publicist** promotes the TCAA and amateur astronomy to the public. This includes but is not limited to, working with the Webmaster, club members, and social media (Facebook, Twitter, etc.) as designated by the Board, producing articles on astronomical topics for release to local media, and promoting the TCAA's special events. The Publicist ensures that announcements are appropriately disseminated to the media and technologies used by the TCAA. (Comments of March 2015 document to the Board) (Position eliminated March 2019.)

The **Membership Coordinator** works to recruit and retain new members and organizes a variety of social events for the club membership on a roughly quarterly basis (planetarium programs, reading groups, camping trips, training sessions, dinners at area restaurants, in-town observing sessions, etc.); serves as a new member advocate making sure that the TCAA leadership

does not fail to address the needs of budding amateur astronomers; and coordinates all efforts with the Board of Directors. Duties do not include the Annual Meeting, Summer Picnic, or the Mini-Conference (Comments of March 2015 document to the Board; Action of the Board January 2016). (Position eliminated March 2024 with the addition of the Recruitment & Retention Manager.)