

**Association for Nepal and Himalayan Studies (ANHS)  
Position Descriptions**

February, 2019 update

2019 EC Members:

Steve Folmar - KRC Development Committee Chair  
Jana Fortier - Communications Committee Chair  
Mabel Gergan - EC member\*  
Arjun Guneratne - Conference Committee Chair  
Judith Justice - EC member  
Lauren Leve - DBB Paper Prize, Coordinator  
Ariana Maki - EC member\*  
Galen Murton - Membership Committee Chair, Asia student membership awards  
Dinesh Paudel - EC member  
Katherine Rankin - James Fisher Prize Award Chair  
Debarati Sen - EC member  
Rupak Shrestha - EC member\*  
Ather Zia - Secretary  
\*Conference Committee member

Editors

Mona Bhan  
David Citrin

2019 Outside Positions

Mike LaNier - Accountant  
Manohari Upadhyay - Kathmandu Research Center Director

**Position Descriptions**

All EC Members

- \*Attend annual meetings
- \*Vote on proposed measures
- \*Approve annual budget and material ANHS business
- \*Know ANHS Constitution, by-laws, mission, policies, programs, and needs
- \*Sign a no conflict of interest statement
- \*Understand the organization's financial statements
- \*Serve as advocates for ANHS; Act as an ambassador for ANHS
- \*Help to identify and secure financial resources and partnerships for ANHS
- \*Leverage our connections, networks, and resources to develop the ANHS mission
- \*Give a meaningful personal donation of time, money, or other resources
- \*Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- \*Prepare for, attend, and conscientiously participate in board meetings
- \*Balance internal matters of the ANHS Executive Council with external matters germane to General ANHS members.

### President

The President's primary responsibility is to preside over the EC council and general members' meetings, initiatives, activities, and programs throughout the year.

#### Weekly duties

- \*Delegate tasks throughout the year; Ensure the work is done well & in timely manner
- \*Work alongside other board members to ensure they're on task
- \*Motivate members to work on initiatives, grants, programs
- \*Files – Keep a record of correspondence

#### Monthly duties

- \*Call meetings, presides over meetings, prepares agenda
- \*Attend other ANHS committee meetings as ex-officio member
- \*Evaluate programs; make suggestions for improvements
- \*Recruit new members; Listen to and address concerns of current members
- \*Ensure receipt/review of monthly reports from KRC; any other quarterly reports

#### Yearly duties

- \*Succession – prepare next officer for successful transition of duties; Encourage members to volunteer or run for committee chair positions & offices
- \*Training – of members to succeed in their new offices & committee chair positions
- \*Writes annual report for publication in *Himalaya*

### Treasurer

The Treasurer's primary duty is to oversee the management and reporting of the organization's finances.

#### Monthly duties

- \*Writes checks for outstanding invoices
- \*Reconciles/checks accuracy of bank statements

#### Quarterly duties

- \*Review cash flow from Pay Pal of actual income
- \*Review expenses and invoices and compare with annual budget
- \*Meets with accountant and president to review income and expenses
- \*Develop and enforce financial management policies
- \*Ensure accurate financial reporting and proper maintenance of financial records and information/tax returns
- \*Regularly assess risks & how such risks should be mitigated

#### Yearly duties

- \*Creates annual budget
- \*Writes annual financial report
- \*Financial liaison who translates financial information to other ANHS members when needed
- \*File IRS Form 990
- \*Keep a calendar of filing requirements and deadlines
- \*Have the organization's financials audited whenever required or advisable

### ANHS Accountant

The primary responsibilities of the ANHS accountant is to manage financial information and complete required government forms. ANHS uses QuickBooks Pro software to record all financial transactions which are reconciled on a quarterly and annual basis. Specific duties of this position include:

- \*Process incoming checks, wire transfers, PayPal payments for membership dues and subscriptions

- \*Process paid invoices from vendors
- \*Reconcile bank statements
- \*Prepare and submit quarterly financial statements for ANHS Executive Council review and approval
- \*Advise the ANHS Executive Council on annual budget criteria and integrate budget data into QuickBooks.
- \*Prepare year-end financial statements.
- \*Submit required federal and state reporting documents, and forms required by granting agency.
  - o Form 990-N and Form 1096 Annual Summary and Transmittal of US Information Returns to the Internal Revenue Service.
  - o Form CT-12 for Oregon Corporations and Certain Trusts to the Oregon Department of Justice.
  - o Annual Report to the Secretary of State of Oregon which verifies registration agent, principal place of business, and President's name.
  - o Any other form that is required by law or by the conditions of a granting agency.

Secretary (Generally split from Treasurer in recent years)

- \*Maintains records of the board and ensures effective management of organization's records
- \*Takes and Manages minutes of board meetings
- \*Reviews drafts of minutes with another ANHS Officer
- \*Ensures minutes are distributed to members shortly after each meeting
- \*Is familiar with legal documents (ANHS Constitution, Oregon by-laws, Roberts Rules, etc.) to note applicability during meetings

Membership & Policy Committee Chair

- \*Prepare and send membership dues notices and subscription notices
- \*Review Wild Apricot list of lapsed individual memberships & contact them
- \*Review Wild Apricot list of institutional lapsed members & contact them
- \*Hold or attend events to identify potential new members
- \*Issue letters of invitation to suitable membership candidates
- \*Respond to email inquiries sent to ANHS Membership and Subscription Services (e.g., address changes)
- \*Market the benefits of ANHS membership when possible
- \*Raise awareness of the value of ANHS membership to existing members
- \*Develop potential policy changes related to ANHS membership policies and bylaws
- \*Liaison with overseas members and interest groups

Communications Committee Chair

- \*Maintain current information on ANHS website
- \*Maintain website account with SoftNEP
- \*Maintain anhs-himalaya.org domain name and information
- \*Collect ANHS-related news from general members & the public
- \*Use Wild Apricot platform to send a monthly e-newsletter to ANHS members
- \*Correspond with public and members on ANHS-related news
- \*Field questions about ANHS initiatives from members and public
- \*Create marketing materials including business cards, brochures, flyers, signage, and logos

- \*Work with media volunteers to send information through Facebook and other social media
- \*Work with other committees to advertise upcoming events
- \*Create and maintain a brand guide that will ensure consistent ANHS logos, letterhead, etc. throughout EC member transitions

#### Kathmandu Research Center Committee Chair

- \*Liaison with ANHS-KRC American Overseas Research Center
- \*Ensures that KRC website materials are up to date
- \*Review KRC monthly reports
- \*Helps create sustainable use of the KRC center
- \*Helps KRC Director create best use of facilities
- \*Helps reconcile KRC expense report with KRC income
- \*Helps KRC Director & Grants Coordinator to identify grant opportunities

#### Conference Committee Chair

- \*Manages ANHS major conference commitments
- \*Manages the Himalaya Studies Conference (HSC)
- \*Manages funding for, and information about, other ANHS funded conferences
- \*Develop co-located meetings and/or conferences with SASLI/UW-Madison. In years where ANHS meetings are held in Madison, WI, work with SASLI to develop best ANHS sessions and timetables
- \*Works to ensure that the occasional Himalayan Studies Conferences (HSC) are self-financed through conference registration receipts and grants
- \*Build and maintain our Wild Apricot website for HSC conference registration
- \*Develop online review process for paper submissions (or use ones from past conf's)
- \*Selects chairs for panels/sessions, workshops, video demos, poster sessions, conference publications, publicity, abstracts
- \* Build a timetable for the dates of the upcoming conference and for each organizing committee's responsibilities. Confer w/ President & ANHS Communications Chair.
- \*Organizes a site visit to the conference site to approve and finalize local arrangements
- \*Works with local arrangements/university accounts manager; establish registration fees
- \*Works with a manager to create the main conference structure (i.e., daily session schedule, workshop and tutorial scheduling, etc.) Consults with the HSC Session Chairs to construct a conference program
- \*Manage Conference budgets by coordinating with the Treasurer, local Conference Organizers, & President about honorariums, food budget, room fees, etc.
- \*Solicit grants and other donations to offset conference expenses
- \*Oversee and review all publicity with the Communications Chair & President
- \*Develop contingency plans for conference chairs or speakers (due to illness, delayed flights, etc.)

#### Awards Chairs (3-4 EC Members)

- \*Manages awarding of a fellowship or award program (Sr. Fellowship, Fisher Prize, Bista Prize, Travel grants, Asian Student membership grants)
- \*Creates/maintains database of past award recipients
- \*Maintains database of award reviewers
- \*Ensures COI agreements are valid for award review committee members

- \*Create yearly award review committees and Chair members
- \*Maintain calendar of meetings & teleconferences for award committees
- \*Sit in on award review meetings; Offer advice and guidance
- \*Write and send award letters
- \*Ensures payment of awards through communication with Treasurer
- \*Write publicity statements about awardees; work with Communications Chair to publicize

#### ANHS Kathmandu Research Center Director

The primary responsibility of the director is to manage the research center, its staff, and its residence in line with the policies and decisions of the ANHS Executive Council. Specific duties include:

- \*Hiring and supervising the ANHS facility staff.
- \*Assisting scholars find language instructors.
- \*Overseeing the management of ANHS conferences, workshops, and seminar series.
- \*Publicizing ANHS conferences, workshops, and seminar series.
- \*Supporting visiting researchers by helping them attain research permits, housing, and contacts with local scholars and other resources.
- \*Collecting and managing feedback (e.g., survey information) from scholars using the center and conference participants for assessment purposes.
- \*Providing quarterly reports to the ANHS Executive Council on program strengths and weaknesses.
- \*Directing the ongoing development of the library including its computers and online facilities.
- \*Promoting the ANHS by representing the organization at non-ANHS events in the region and abroad.
- \*Preparing, in consultation with the ANHS Treasurer, a proposed annual budget.
- \*Submitting to the ANHS Treasurer quarterly and annual financial statements on the implementation of the approved budget.
- \*Maintaining effective liaisons with appropriate governmental departments, academic institutions, and non-governmental organizations.
- \*Maintaining good relations with the diplomatic community, in particular the U.S. Embassy.

#### ANHS Kathmandu Research Center Administrative Assistant

The primary responsibility of the administrative assistant is to assist the center's director perform the responsibilities listed above. Specific duties include:

- \*Receiving telephone calls, keeping phone records, and making telephone calls on behalf of the director when appropriate.
- \*Receiving and properly storing incoming emails and responding to those emails according to directions of the director.
- \*Scheduling language instructions and setting up classrooms for instruction.
- \*Providing basic information about the center and its services to visitors.
- \*Assisting foreign scholars with all ANHS services provided by the research center, including facilitating contacts with local scholars, academic institutions, and governmental and non-governmental organizations.
- \*Sending out conference, workshop, and seminar announcements.
- \*Managing databases of conference, workshop, and seminar participants.
- \*Overseeing the catering of conferences, the set-up of conference spaces, and the provisioning of technological services required by conference presenters.

\*Entering all research center income and expenses into a database, and filing invoices, receipts, and all other information about center-related financial transactions.

#### ANHS Kathmandu Research Center Maintenance Personnel

The primary responsibility of the maintenance personnel is to clean (sweep, dust, mop the floors, clean the bathroom) the Kathmandu Research Center on a daily basis, and to ensure that there is always an adequate supply of toiletries, water, etc. on hand.

*Proposed positions* – These are roles with which we need help but for which we don't necessarily need to create a formal position. We can appoint someone to do them without creating an ad hoc committee, too.

#### Grants & Fundraising Chair/Coordinator (Proposed)

- \*Plan and organize fundraising activities
- \*Focus on raising funding to meet budgeted activities
- \*Help ANHS budgeted programs (Journal, KRC, Awards, & Conferences) with finding grants and funding opportunities
- \*Identify grants and funding especially appropriate for ANHS and its programs
- \*Maintain a calendar of funding due dates, contacts, restrictions, etc.
- \*Work with FLAS-funded Institutions to identify Himalayan language students
- \*Help establish grant-writing volunteer groups for ANHS Program areas

*Community & Donor Relations -  
Journal Relations,  
ANHS Abroad Coordinator,  
Policy Analyst,  
Administrative Assistant,  
Historian/Archivist*

*A Note on Ex-Officio Members* – These are people who attend committee meetings by virtue of holding another office. They sit in on meetings of other EC groups/committees, they may or may not vote according to the group's choice. Their role is to provide input from their position as President, Editor, Treasurer, etc. during other committee meetings. For example, the President can sit as ex-officio on the Membership committee; the Treasurer could sit ex-officio in a Conference committee meeting; the Editor(s) can sit ex-officio in a board meeting, etc. Ex-officio members may not preside or chair a committee. They only give input as necessary to a committee's meeting. For further information, refer <http://www.rulesonline.com/rror-09.htm> and to <https://www.boardeffect.com/blog/what-is-the-role-of-an-ex-officio-board-member/>