**Policy & Procedure Manual**

Updated: Jan 2, 2019

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| Job or Activity: Jobs Descriptions | Person Responsible: TBD  policies-procedures@pner.net |
| Elected or Appointed? appointed | When? |
| Specific Qualifications? yes | If so, what are they? Thorough understanding of PNER elected and appointed positions. |
| If this is a committee, list other members |  |
| Other positions interface with this one. | All |
| By-laws Description: | None |
| Expected monthly time commitment: | Varies, approx 10 hrs. |
| Basic Responsibilities: This position was created to monitor and revise all PNER jobs. At least annually or when a job changes hands, each position needs to be contacted and asked for feedback as to the accuracy of the description. If a new committee or individual job is created, this position needs to write a review of responsibilities and work with the appointee to create an accurate description of those responsibilities..  Send all job descriptions to the web for linkage with the listed position.  Become familiar with the definitions of each job. Ask president if she wants a hard copy and arrange for it to be printed.  It can be challenging to get the requested revisions. It may take several emails. | |