

Boston Mensa Proctor Coordinator Job Description

**(Original March 2000)
(Last Revised June 2004)**

Background:

According to American Mensa, Ltd. (AML), the only difference between a Proctor Coordinator and a Testing Coordinator is that a Proctor Coordinator is a certified Proctor.

A Proctor Coordinator must have regular access to email because over 90% of initial contact with prospective candidates is made via email (usually through an e-mail click-through to the Proctor Coordinator on Boston Mensa's website or AML's website).

Access to a fax machine might be useful, but is certainly not required. In the past there were occasions when it was necessary to fax materials to the Proctor so that testing sessions could be held.

Proctor Coordinator Duties:

1. Is the initial chapter contact for anyone in the Boston Mensa area who has any questions about testing. Questions about testing go to the Proctor Coordinator (who is free to refer questions to AML).
2. Maintains a list of prospective candidates. This includes getting the monthly list of candidates from the Local Secretary, who gets the list from AML. Unless a candidate requests otherwise, a candidate should not be kept on the candidates' list for more than a year.
3. Schedules testing sessions (in conjunction and cooperation with Proctors).
4. When a testing session is scheduled, sends a notice (date, time, location, and directions if walk-ins are permitted) to the Calendar Editor of The Beacon (monthly newsletter of Boston Mensa). This is usually done by email, although U.S. Postal Service mail is permitted.
5. Send notices of testing sessions, directions and addresses to candidates via email, along with a link to the Boston Mensa web-page (www.bostonmensa.org/sessions.html) that has general information about testing sessions (must be age 14 or older, etc.). An alternative is to send out notices (with directions and a sign-up form) to prospective

candidates via U.S. Postal Service mail. The Proctor Coordinator must make testing requirements clear to candidates, even though each candidate must sign a form acknowledging the testing requirements when they arrive at the testing session.

6. Sends the Testing Session Proctor a list of candidates. While a preliminary list may be sent a week or so before the testing session, it should be updated if necessary up to the day of the testing session.

7. About one week before a testing session, mails any checks received from candidates to the Testing Session Proctor. All checks should be made out to Mensa or AML and sent by the Proctor to AML for deposit along with the completed test session materials. If candidates pay by cash at the testing session, then the Proctor should send one personal check (or money order) for all the cash collected to AML. AML also accepts Visa and MasterCard.

8. The Proctor should send a copy of the testing session "recap report" along with any receipts and request for reimbursement if required to the Proctor Coordinator after the testing session.

9. If the Proctor wants reimbursement, the Proctor Coordinator forwards the request to the Boston Mensa Treasurer who sends the Proctor a check.

10. Sends a testing session summary report to the Boston Mensa Treasurer on a monthly basis. This is so that the Treasurer can track testing reimbursements that AML deposits into the general account.

11. Sends a testing session report to the Recording Secretary for inclusion in each ExComm meeting.

12. Keeps a supply of testing materials on hand (in case a Proctor needs something urgently).

13. Makes sure that Proctors have sufficient testing supplies.

14. Is responsible for press releases and any other publicity about testing sessions. May delegate this responsibility to the Public Relations Coordinator or any other chapter member who is acceptable to the ExComm.

15. Is responsible for updating any web-page about testing and testing sessions on the Boston Mensa website. May delegate this responsibility to the Public Relations Coordinator, Webmaster, or any other chapter member who is acceptable to the ExComm.