

## **MPAAA DUTIES AND RESPONSIBILITIES PRESIDENT**

1. Develop and distribute meeting agendas.
2. Attend Executive Board and Planning Committee meetings.
3. Preside over all Executive Board meetings, conferences and workshops.
4. Call special meetings.
5. Appoint all committees.
6. Perform all other duties within his/her official capacity.
7. Determine meeting dates.
8. Make recommendations to fill Board or committee vacancies.
9. Inform the Board of crucial issues between Board Meetings.
10. Approve NewsBlast articles as provided by the Newsblast Coordinator.
11. Assist the President-Elect with planning conferences.
12. Make recommendation for the appointments of non-elected Executive Board positions.
13. Take nominations for the Outstanding Service Award to be presented at the Spring Conference.
14. Seek membership approval to any change in membership dues.
15. Direct an internal audit of the Association's financial records in the opposite year of the independent auditor review.
16. Shall be authorized to sign all contracts.
17. Oversee the preparation of an annual budget.
18. Will have access and use of electronic mail.
19. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.
20. Serve on, and appoint one other board member (at the discretion of the board), of to the finance committee.
21. Oversee Administrative Services Coordinator contract.

## **MPAAA DUTIES AND RESPONSIBILITIES PRESIDENT-ELECT**

1. Attend Executive Board and Planning Committee meetings.
2. Perform all duties of the President in his/her absence.
3. Chair the Planning Committee for the Fall & Spring Conferences.
4. Set dates for Planning Committee meetings.
5. Send out confirmation letters and expense vouchers to all presenters participating in the conferences.
6. Send thank you letters to all conference presenters.
7. Report the status of planning for conferences to the Executive Board.
8. Keep the President informed of any problems with the conference program or schedule between meetings.
9. Confirm conference sites for the following year.
10. Contact conference sites to make arrangements for meeting rooms and seating arrangements.
11. Present the President with a gift of appreciation on behalf of MPAAA at the Spring Conference.
12. Following the conference, in conjunction with the Conference Center Representative, the President, and Treasurer, review and pay the conference bill.
13. Will have access and use of electronic mail.
14. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.
15. Work in conjunction with Administrative Services Coordinator to plan conferences and workshops.

## **MPAAA DUTIES AND RESPONSIBILITIES PAST PRESIDENT**

1. Attend Executive Board and Planning Committee meetings.
2. Recommend the Nomination and Election Committee to the Executive Board for approval and chair the Committee without a vote.
3. Seek assurances from nominees regarding elected position responsibilities.
4. Contact all persons on the ballot and advise them prior to the General Membership Meeting at the Spring Conference of their election status.
5. Prepare the ballot for the annual election at the Spring Conference.
6. Count the ballots with committee members.
7. Will have access and use of electronic mail.
8. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.
9. Provide conference and leadership support to President and President-Elect.

## **MPAAA DUTIES AND RESPONSIBILITIES SECRETARY**

1. Attend Executive Board and Planning Committee meetings.
2. Conduct all correspondence of the Association as required.
3. Record minutes of all Planning Committee, Executive Board, and General Membership meetings.
4. Distribute minutes to all Executive Board and Planning Committee members no later than the Monday of the week of the next meeting.
5. Maintain all policies passed by the Board.
6. Supervise the tasks related to the conference evaluations.
7. Will have access and use of electronic mail.
8. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.

## **MPAAA DUTIES AND RESPONSIBILITIES MEMBERSHIP CHAIRPERSON**

1. Attend Executive Board and Planning Committee meetings.
2. Receive membership fees.
3. Maintain and update a record of all members.
4. Promote interest in securing new members.
5. Report to the Executive Board on the status of the Association's membership.
6. Coordinate registration for all conferences and workshops.
7. Forward all money to the treasurer in a timely manner.
8. Supervise the tasks related to the conference mailings.
9. Will have access and use of electronic mail.
10. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating your Executive Board position.
11. Work in conjunction with Administrative Services Coordinator with regard to membership management.

## **MPAAA DUTIES AND RESPONSIBILITIES TREASURER**

1. Attend Executive Board and Planning Committee meetings.
2. Collect and distribute funds from the Association as authorized by the Executive Board.
3. Present a written monthly report showing all receipts and expenditures transacted during the previous month.
4. Oversee the Association's financial records audit at least bi-annually.
5. Maintain a general ledger for all financial transactions.
6. Establish and maintain a system by which the Association's finances are organized.
7. Reconcile monthly bank statements against checking account balance.
8. Handle all transactions in a timely manner.
9. Deposit all money received by the Association.
10. Prepare an annual budget based upon the prior year's budget and prepare a monthly budget status report.
11. Annually file the IRS Form 990(E), Tax Return of Organization Exempt from Income Tax, by the due date.
12. Will have access and use of electronic mail.
13. Investigate and recommend investment opportunities to the Executive Board for action.
14. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.
15. Provide finance committee detailed report of all transactions.
16. Work in conjunction with Administrative Services Coordinator with regard to financial management.
17. Distribute IRS 1099 Form to all contractors as required by law.

## **MPAAA DUTIES AND RESPONSIBILITIES HISTORIAN**

1. Attend Executive Board and Planning Committee meetings.
2. Maintain a complete file of minutes, programs and other items of record.
3. Sort and keep records in chronological order on an ongoing basis.
4. Supply the Board with historical information when needed.
5. Provide historical documents or other information at conferences as requested by the Executive Board.
6. Will have access and use of electronic mail.
7. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.
8. Document special events at workshops, conferences, and events, through photography.

## **MPAAA DUTIES AND RESPONSIBILITIES NEWSBLAST COORDINATOR**

1. Attend Executive Board and Planning Committee meetings.
2. Prepare and distribute the NewsBlast on a timely basis via email, the website or other means to reach the current membership and other distribution lists, as necessary, at the discretion of the President.
3. Will have access and use of electronic mail.
4. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.

## **MPAAA DUTIES AND RESPONSIBILITIES SERGEANT-AT-ARMS**

1. Attend ~~all~~ Executive Board and Planning Committee meetings.
2. Preserve order at meetings as directed by the meeting chairperson.
3. Destroy election ballots as directed by the General Membership.
4. Assist in physical arrangements of conference sites.
5. Check credentials or eligibility of those entering meetings or conferences.
6. Supervise the counting of election ballots.
7. Will have access and use of electronic mail.
8. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.

## **MPAAA DUTIES AND RESPONSIBILITIES COMMUNICATIONS AND TECHNOLOGY OFFICER**

1. Attend ~~all~~ Executive Board and Planning Committee meetings.
2. Coordinate electronic communication.
3. Distribute Association materials.
4. Assist with the maintenance of the online membership directory and event management.
5. Maintain the Association's website.
6. Make recommendations for the Association's purchase and use of technology.
7. Will have access and use of electronic mail.
8. Maintain a record of electronic equipment and computer software owned by the Association.
9. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.

## **MPAAA DUTIES AND RESPONSIBILITIES LEGISLATIVE LIAISON**

1. Attend Executive Board and Planning Committee meetings.
2. Serve as chair of the Legislative Committee.
3. Inform the membership of current legislation.
4. Make recommendations, as appropriate, for positions of the Association on specific legislative proposals.
5. Present a legislative update at the Fall and Spring Conferences.
6. Provide legislative articles for the NewsBlast.
7. Will have access and use of electronic mail.
8. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.

## **MPAAA DUTIES AND RESPONSIBILITIES EDUCATIONAL ISSUES LIAISON**

1. Attend Executive Board and Planning Committee meetings.
2. Stay current on issues of an educational nature.
3. Recommend actions to the Board to address issues of an educational nature.
4. Prepare articles for the NewsBlast regarding educational issues.
5. Serve as a liaison for MPAAA to other groups and organizations when directed by the Board.
6. Will have access and use of electronic mail.
7. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.

## **MPAAA DUTIES AND RESPONSIBILITIES ISD REPRESENTATIVE**

1. Attend Executive Board and Planning Committee meetings.
2. Maintain contacts with appropriate State and Intermediate School District/Regional Service Agency personnel.
3. Provide support for the ISD Auditor Trainings.
4. Report to the Board any changes in the Pupil Accounting and Auditing Manuals.
5. Will have access and use of electronic mail.
6. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.

## **MPAAA DUTIES AND RESPONSIBILITIES MEMBER-AT-LARGE**

1. Attend all Executive Board and Planning Committee meetings.
2. Assist in planning and providing assistance for conference and workshops.
3. Work as a public relations liaison to promote the Association and solicit memberships.
4. Will have access and use of electronic mail.
5. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.
6. Over see the coordination of SB-CEU's for all Association conferences and workshops.

## **MPAAA DUTIES AND RESPONSIBILITIES UPPER PENINSULA REPRESENTATIVE**

1. Attend Executive Board and Planning Committee meetings.
2. Assist the President-Elect in coordinating the Upper Peninsula Conference.
3. Encourage involvement of Upper Peninsula members in conferences.
4. Will have access and use of electronic mail.
5. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.

## **MPAAA DUTIES AND RESPONSIBILITIES PLANNING COMMITTEE MEMBERS**

1. The Planning Committee is chaired by the President-Elect.
2. Executive Board members are members of the Planning Committee and shall attend all Planning Committee meetings.
3. Assist in planning conferences and workshops sponsored by MPAAA.
4. Perform tasks or duties as assigned/delegated by the chairperson (Ex: greet conference participants, ensure that facilities and materials are in order, obtain/make contact with prospective presenters and facilitators, serve as facilitators and assist with conference registration).
5. The Planning Committee shall be limited to nine (9) members appointed by the President-Elect, and approved by the majority vote of the Executive Board.
6. A Planning Committee appointment is a one-year commitment, with opportunity for re-appointment.
7. Planning Committee members do not have voting privileges at Executive Board meetings, but are encouraged to attend Executive Board meetings.
8. Planning Committee members may be designated as Sub-Committee chairpersons.
9. Coordinate and perform tasks related to providing, sorting, and compiling evaluation forms for the conference as directed by the Secretary.
10. Coordinate and perform tasks related to the conference mailings as directed by the Membership Chairperson.
11. Will have access and use of electronic mail.
12. Surrender any documentation, equipment or materials that are property of MPAAA upon vacating the Executive Board position.