

# Roles & Responsibilities

**Effective: 02/01/2018**

Underlined items are written in the By-Laws and cannot be changed without also amending the By-Laws

## **ALL BOARD MEMBERS**

**Role:**

- Term of office is one (1) year, beginning February 1.
- May serve a maximum of two 1-year terms consecutively in the same board position, if elected by the membership.
- Provide necessary documentation and training to successor during the January transition period.
- Attend monthly Board meetings.
- Serve as a member of the board.

### **Annual Conference Responsibilities:**

***In the absence of an annual conference committee this officer is responsible for:***

- Solicit vendor donations for inclusion in the registration packets.

## **PRESIDENT**

**Role:**

- Must have served at least one (1) year as an elected officer or board member before becoming President.
- Serve as the chairperson of the Board.

### **General Responsibilities:**

- Schedule Board Meetings and prepare the agenda.
- Forward agenda to the Secretary for distribution to Board members.
- Preside over all Board Meetings.
- Designate the chairperson for all committees, except as otherwise specified in the By-Laws.
- Serve as ex-officio member of all committees.
- In the absence of the Treasurer, collect and disburse Association funds.

### **Monthly Luncheon Responsibilities:**

- In the absence of the Vice President, serve as Master of Ceremony at each monthly luncheon.

### **Annual Conference Responsibilities:**

- Serve as Master of Ceremonies at the conference.

### **VICE PRESIDENT**

#### **Roles:**

- Must have served at least one (1) year as an elected officer or board member before becoming Vice President.
- Assist the President.
- In the absence of the President, exercise all duties of the President.

### **General Responsibilities:**

- None

### **Monthly Luncheon Responsibilities:**

- Serve as Master of Ceremony at each monthly luncheon.
- Solicit speaker(s) and presenter(s) for each monthly luncheon and arrange for visual, audio and technological aides as needed.
- Reserve the luncheon facility, determine luncheon menu and price.
- Finalize food count with the facility.
- Forward all membership applications to the Secretary for processing.
- Provide information to the Secretary for sending acknowledgement/confirmation letters or e-mails to luncheon speaker(s) and presenter(s).
- Send luncheon information to the secretary to be included in the online registration.
- Provide information to the Secretary for sending Thank You letters or emails to luncheon speaker(s) and presenter(s).

### **Annual Conference Responsibilities:**

- In the absence of the President, serve as Master of Ceremonies for the Annual Conference.

### **SECRETARY**

#### **Role:**

- Maintain and have charge of all Association books and records (except financial).

### **General Responsibilities:**

- During the January transition period, send a copy of the Roles & Responsibilities to new Board members.
- Maintain the MISA membership database.
- Reserve the room for monthly Board meetings.
- Send monthly meeting notice and agenda to all Board members.
- Take the minutes for the monthly board meetings.
- Submit Board Meeting minutes to the Board members for review and approval.
- Post approved Board Meeting minutes to the MISA web site.
- Collect membership applications and fees for submission at the next monthly Board Meeting.
- Create a back-up of the MISA files monthly.

### **Monthly Luncheon Responsibilities:**

- Print attendance spreadsheet from online registrations; verify membership status and provide list to the Treasurer.
- Send acknowledgement/confirmation letters or emails to luncheon speaker(s) and presenter(s).
- Assist the Treasurer with collecting monies and registering luncheon participants.
- Send Thank You letters or emails to luncheon speaker(s) and presenter(s).
- Deposit monies into the Association account if so directed by the Treasurer (or President acting in the absence of the Treasurer).

### **Annual Conference Responsibilities:**

***In the absence of an annual conference committee this officer is responsible for:***

- Create name badges for all conference participants.
- Develop Continuing Education Certification forms and make available to interested conference attendees.
- Obtain additional conference handout materials from speakers and presenters for inclusion in the registration packets.
- Assemble registration packets to include conference agenda, speaker and presenter information and vendor donations.
- Set up registration/check-in table at the facility.
- Register all conference participants and hand out registration packets.
- Post room assignment list and registration information for late-arriving participants.
- Host Thursday night social hour.
- Send Thank You letters or emails to the conference facility, speakers, presenters and vendors.

### **TREASURER**

**Role:**

- Maintain full and accurate account of receipts and disbursements in the Association books.

### **General Responsibilities:**

- Contact the IRS at the beginning of each year to verify and retain the federal ID number.
- Submit the Federal 990-N Electronic Postcard by May 15<sup>th</sup> of each year.
- Submit any applicable federal, state and local income tax forms by the appropriate deadlines.
- Check the post office box on a weekly basis and deliver mail to the appropriate officers or directors.
- Process checks, invoices, bank statements and other documents received.
- Deposit all monies into the Association account.
- Disburse Association funds as authorized by the Board.
- If necessary, authorize the Secretary to deposit funds into the Association account.
- Provide receipts to all members for monies received.
- Post luncheon payments online and email receipts.
- In the absence of the Secretary, create a back-up of the MISA files monthly.

### **Monthly Luncheon Responsibilities:**

- Set up a check-in table, collect luncheon and membership fees.
- Reconcile monies and reservation list
- Make payment to the facility for the luncheon invoice.

### **Annual Conference Responsibilities:**

***In the absence of an annual conference committee this officer is responsible for:***

- Collect and deposit conference fees and forward reservations to the Past President.
- Assist the Secretary with participant registration and check-in.

## **DIRECTORS**

### **Role:**

- Serve as members of the Rules and Nominating Committees.

### **General Responsibilities:**

- In the absence of the Secretary, designate one Director to take monthly Board meeting minutes.
- Assist any of the Board officers with tasks as needed.

- Provide necessary documentation and training to successor during the January transition period.

#### **Monthly Luncheon Responsibilities:**

- In the absence of the Secretary, assist the Treasurer with collecting monies and registering luncheon participants.

#### **Annual Conference Responsibilities:**

***In the absence of an annual conference committee this officer is responsible for:***

- Assist with any tasks related to the conference.
- Coordinate the purchase of snacks and beverages for Thursday Night Social time.
- Coordinate the purchase Thank-You gifts for all speaker(s) and presenter(s).
- Develop, distribute and tabulate the conference survey and present results at the November Board meeting.

#### **PAST PRESIDENT**

##### **Role:**

- Position is filled by the immediate Past President, it is not elected as with all other board positions.
- Serve as a member of the Rules and Nominating Committees.

#### **General Responsibilities:**

- Assist any of the Board officers with tasks as needed.
- Serve as chairperson of the Rule, Nominating and By-Laws committees.

#### **Monthly Luncheon Responsibilities:**

- None.

#### **Fall Conference Responsibilities:**

***In the absence of a fall conference committee this officer is responsible for:***

- Serve as Chairperson of the Fall Conference Committee.
- Negotiate and sign contract with the conference facility, and make reservation for the next year's conference.
- Coordinate solicitation speaker(s) and presenter(s), and backup speaker(s) and presenter(s) for the conference, and arrange for visual, audio and technological aides as needed.
- Prepare the agenda for the conference, and provide it to the Secretary for inclusion in the registration packets.

- Provide conference information to the Secretary for posting to the web site.
- Provide information to the Secretary for sending Thank You letters or emails to all conference speaker(s) and presenter(s).
- Take conference reservations.
- Submit the final list and count of attendees to the Secretary.
- Prepare room assignments and submit to the Secretary.

### **COMMITTEE CHAIRPERSON**

#### **Role:**

- Serve as committee chairperson as designated by the President, except as otherwise specified in the By-Laws.

#### **General Responsibilities:**

- Organize committee and schedule committee meetings.
- Provide appropriate information to the Secretary for posting to the web site.
- Report committee status at the monthly Board Meeting.
- Collect event monies and provide receipts if necessary.
- Reconcile collected monies and receipts for submission to the Treasurer at the following monthly Board meeting.
- Provide information to the Secretary as needed for mailing Thank You letters and acknowledgements.