

# MCMGA BOD Roles & Responsibilities

## President

- Presides over Board and membership meetings
- Represents the association at state association meetings
- Schedules Board and membership meetings and provides meeting agendas
- Reserves membership meeting location and MSUE staff support if needed
- Sends out membership meeting reminders, monitors attendance requests, brings sign in sheets to meeting
- Monitors email account and responses
- Composes the letter from the Board for the monthly newsletter
- Emails monthly newsletter to membership
- Performs other duties as assigned by the Directors

## Vice President

- Serves as the program chair for the educational or hands-on elements of the membership meetings and additional programs and workshops during the year
  - Researches speakers/educators for membership meetings
  - Collects all pertinent info (contact info, speaker fee, bio, etc) per worksheet
  - Schedules and confirms speakers working within annual education budget
  - Communicates presentation info to newsletter editor, social media & website coordinators, etc.
- Assumes the power & duties of the President in his/her absence
- Performs other duties as assigned by the Directors

## Director at Large

- Distributes and collects grant applications, forms committee to review and select awardees
- Collects receipts from grant recipients and reviews for consistency with grant application
- Ensures recipients prepare displays for September meeting
- Assists VP with educational programs
- Performs other duties as assigned by the Directors

## Treasurer

- Manages the receipts, disbursements and all related accounting records and preparation of monthly/annual financial reports and/or filings, including but not limited to:
  - Deposit all monies collected
  - Maintain accurate account of receipts & disbursements
  - Pay all invoices & vouchers as approved
  - Reconcile checking and/or savings accounts
  - Provide periodic and annual financial reports for all Board and/or general meetings
  - File appropriate IRS Form 990 in accordance with IRS regulations
  - Filing and submitting reports to the State of Michigan, as required
- Assist with preparation of annual budget
- Prepare and provide records for internal audit
- Performs other duties as assigned by the Directors

## Secretary

- Keep the minutes of all Board and membership meetings
- Keep a register of all addresses of the Chapter's membership
- Attend to all correspondence of the Chapter as requested by the Officers and/or Board
- Oversee the review of the Bylaws, not less than every three (3) years and recommend changes to the Board
- Maintain records of the Chapter
- Performs other duties as assigned by the Directors