

MSSA PRESIDENT-ELECT DUTIES

Duties of President-Elect:

1. Become familiar with the duties of the President during his/her tenure as President-Elect and assume the duties of the President the following year following.
2. Chair the Regions Council
3. Be a co-signer on checks
4. Represent MSSA at Regions Conferences and other events
5. Participate in the Administrative Council

Duties of a Board Member

1. Determine the organization's mission and purposes
2. Select the chief executive
3. Support the chief executive and assess his or her performance.
4. Ensure effective organizational planning
5. Ensure adequate resources
6. Manage resources effectively
7. Determine, monitor, and strengthen the organization's programs and services
8. Enhance the organization's public standing
9. Ensure legal and ethical integrity and maintain accountability
10. Recruit and orient new board members and assess board performance
11. Recruit members to the organization
12. Participate in Delegate Assembly
13. Be visible and present at educational events

MSSA SECRETARY DUTIES

Duties of Secretary:

1. Keep the Minutes of all Board meetings and Delegate Assembly
2. Make sure to sign all minutes for the official record
3. Be a co signer on the checks
4. Participate in the Administrative Council

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DUTIES OF TREASURER

Duties of Treasurer:

1. Recommend the establishment of policies and procedures for managing all funds and debts for the Association of the Board,
2. Distribute an monthly financial report to the Board at each meeting
3. Report the Audit Report findings to Delegate Assembly
4. Chair the Finance Committee
5. With the Finance Committee propose and coordinate income sources and expenditure requests of all committees.
6. Be a co signer on the checks.

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DUTIES OF NOMINATIONS CHAIR

Duties of Nominations Chair:

1. Chair the nominating Committee
2. Participate in the Administrative Council
3. With the Nominating Committee find candidates for
 - a. President-Elect
 - b. Secretary
 - c. Treasurer
 - d. Nomination Chair
 - e. Legislative Chair
 - f. Private Agency Council Representative
 - g. Public Agency Council Representative
 - h. The 6 District Representatives

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DUTIES OF DISTRICT REPRESENTATIVES

Duties of District Representatives:

1. Elected by the Regions they represent
2. Reports Regions activities to the Board.
3. Represents Districts concerns to the Board.
4. Maintains Contact with the Regions in District
5. Keeps Regions informed about matters before the board to get their input on these matters.

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DUTIES OF PUBLIC AGENCY COUNCIL CHAIR

Duties of Public Agency Council Chair:

1. Chair meetings of the Public Agency Council
2. Represent concerns of Public Agencies to the Board
3. Report Board activity to the Public Agency Council
4. Help develop topics to discuss at the Public Agency Council

Duties of a Board Member

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DUTIES OF PRIVATE AGENCY COUNCIL CHAIR

Duties of Private Agency Council Chair:

1. Chair meetings of the Private Agency Council
2. Represent concerns of Private Agencies to the Board
3. Report Board activity to the Private Agency Council
4. Help develop topics to discuss at the Private Agency Council

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DUTIES OF LEGISLATIVE COUNCIL CHAIR

Duties of Legislative Council Chair:

1. Chair meetings of the Legislative Council
2. Report progress of the work
3. Develop the legislative strategy in cooperation with the Executive Director and Council Membership
4. Participate in discussion with legislator to promote the MSSA Public Policy Agenda
5. Help coordinate legislative testimony on behalf of MSSA
6. Make Council and Committee meeting arrangements through staff.
7. Assist in educating MSSA members in MSSA's Legislative Process

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