

MACRAO EXECUTIVE COMMITTEE

What positions are included on the executive committee? The executive committee is comprised of ten positions: President, Past-President, Vice President, President-Elect, Secretary, Treasurer, Directory Editor, Historian, Newsletter Editor and Web Editor.

How do MACRAO members obtain a position on the executive committee? The executive committee consists of both elected and appointed positions. Each year the current Past-President chairs a committee made up of the two previous Past-Presidents and three members elected by the membership at the annual conference (representing a private institution, a public four-year institution and a two-year institution), The Nominations Committee solicits nominations from the membership, and from these nominations recommends a candidate for Vice President, and Secretary or Treasurer (these positions serve two-year terms and are elected every other year). When recommending final candidates for these positions, the Nominations Committee carefully considers each nominee's involvement and leadership within MACRAO.

To fill appointed positions, the President will notify the membership of a vacancy and request that interested members submit their names and qualifications to the Executive Committee. The Executive Committee will consider relevant experience and the balance of member institutions on the current board when appointing to these positions.

<u>Position</u>	<u>Elected/Appointed</u>	<u>Length of Service</u>	<u>Notes</u>
Vice-President	Elected	1 year	Once elected, serves in the President's track as VP, President-elect, President and Past-President)
President-Elect	Elected	1 year	
President	Elected	1 year	
Past-President	Elected	1 year	
Secretary	Elected	3 years	
Treasurer	Elected	3 years	
Historian	Appointed	2 years (but may succeed themselves)	Non-voting member
Membership Coordinator	Appointed	2 years (but may succeed themselves)	Non-voting member
Newsletter Editor	Appointed	2 years (but may succeed themselves)	Non-voting member
Web Editor	Appointed	2 years (but may succeed themselves)	Non-voting member

What are the responsibilities of these positions? The responsibilities are defined in the MACRAO By-laws and are as follows:

President: The president shall assume full responsibility for all the general activities of the Association, with the assistance of the Executive Committee. The president will chair the Executive Committee. With approval of the Executive Committee, the president will appoint all non-elective officers and members of committees. All bills must be approved by the president before payment.

President-Elect: The president-elect shall serve as program chair for the Annual Meeting and shall act as the chief assistant to the president. The president-elect shall be in charge of the Annual Meeting programs, and shall be the liaison officer between the Annual Meeting local arrangements committees and the Executive Committee. The president-elect shall become president at the end of his/her term.

Vice-President: The vice-president shall be officially responsible for MACRAO membership and works closely with the committees and committee chairs. The vice-president may also be given special assignments by the president or president-elect including exofficio membership on the local arrangements committee. The vice-president shall become president-elect at the end of his/her term.

Past-President: The past president shall serve as chair of the nominations committee, regional representative to AACRAO, and perform other special assignments as requested by the president or president-elect and shall be a voting member of the Executive Committee.

Secretary: The secretary shall keep the minutes of the Annual Meeting, shall be the custodian of the secretarial records, maintain a cumulative index of the Association's proceedings, and keep minutes of the Executive Committee meetings.

Treasurer: The treasurer shall keep an accurate list of the members (by type) of the Association, collect the membership dues, secure the approval of the president on all bills before paying them, and prepare a report to be presented to the members of the Association at the time of the Annual Meeting.

Historian: The historian, an Executive Committee member, appointed by the president, shall maintain historical records of the Association and shall be a non-voting member of the Executive Committee.

Membership Coordinator: The directory editor, appointed by the president, shall publish the Association's directory as directed by the president and shall be a non-voting member of the Executive Committee.

Newsletter Editor: The newsletter editor, an Executive Committee member appointed by the president, shall publish the newsletter as directed by the president and shall be a non-voting member of the Executive Committee.

Web Editor: The web editor, appointed by the president, shall maintain the Association's web site as directed by the president and shall be a non-voting member of the Executive Committee.

A current membership list of the MACRAO Executive Committee is located at the following site:
<http://www.macrao.org/CommitteeMembership/Committees.asp#ExecutiveCommittee>