



## MACRAO Board of Directors Responsibilities

### Responsibilities – All BOD Members

- 1) Serve on the MACRAO Board of Directors and regularly attend BOD meetings
- 2) Maintain information on position held and provide training to successor
- 3) Bring forward any suggestions, information, issues, or questions about the organization to the BOD and share in the discussion on all items pertaining to the organization
- 4) Represent the Board of Directors at MACRAO events and conduct “welcome” as assigned
- 5) Vote on the following (voting members)
  - The monthly Treasurer’s Report
  - Meeting Minutes
  - Nominees presented to hold position on the BOD
  - Any recommendations coming before the BOD

### Responsibilities – President (Voting Member) – 1 Year Term

#### General Description:

The president shall be the chief executive officer of the Association and shall have the authority over the general control and management of the business and affairs of the Association. The president shall have power to appoint or discharge employees, agents or independent contractors, to determine their duties, and to fix their compensation. The president shall sign all corporate documents and agreements on behalf of the Association, unless the president or the board instructs that the signing be done with or by some other officer, agent, or employee. The president shall see that all actions taken by the board are executed and shall perform all other duties incident to the office. This is subject, however, to the president’s right and the right of the board to delegate any specific power to any other officer of the Association. The president will serve as regional representative to AACRAO. The president shall become immediate past president at the end of his/her term. The other officers shall assist the president in performing his/her duties as directed by the president. The president shall be a voting member of the board of directors.

#### Duties:

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|---|----------|
| 1) Runs the monthly BOD meetings – including setting the agenda                                       | All Year |
| 2) Gives monthly updates to the membership through email blasts or the newsletter                     | All Year |
| 3) Works with the BOD to make sure duties are completed   | All Year |
| 4) Brings forward any issues/concerns brought forward by the Membership to the BOD                    | All Year |
| 5) Nominates members to fill unexpected vacancies on the BOD and brings forward to the BOD for voting | All Year |
| 6) Prepares and presents annual budget for the Association in collaboration with the Treasurer        | January  |
| 7) Approves all check requests and contracts for the Association                                      | All Year |
| 8) Hosts the new member session/reception at the annual conference                                    | November |
| 9) Presides over the annual fall business meeting   | November |

## Responsibilities – President-Elect (Voting Member) – 1 Year Term

### General Description:

The president-elect shall be officially responsible for MACRAO committee membership. The president-elect may also be given special assignments by the president including ex officio membership on the Conference Committee. The president-elect shall be a voting member of the board of directors. The president-elect shall become president at the end of his/her term.

### Duties:

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|---|----------------------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings  | All Year             |
| 2) Serves as the main liaison with the committee chairs and get them regular updates                      | All Year             |
| 3) Acts as liaison with the Conference Committee to ensure proper planning and preparations               | All year             |
| 4) Makes sure all committees have chairs and co-chairs  | November/December    |
| 5) Makes sure there is an adequate number of members on each committee                                    | November and forward |
| 6) Welcomes new members as they join a committee  | January and forward  |
| 7) Maintains MACRAO's online committee membership list  | January and forward  |
| 8) Coordinates with all the chairs their annual reports for the annual conference                         | September            |
| 9) Works with the conference committee chair for gifts for committee chairs, Conference Committee and BOD | September            |
| 10) Prepares the certificate list for committee members and BOD   | September            |
| 11) Facilitates the committee meeting/session at the annual conference – if applicable                    | November             |
| 12) Gives report at the annual conference   | November             |

## Responsibilities – Immediate Past President (Voting Member) – 1 Year Term

### General Description:

The past president shall serve as the chair of the nomination committee; plan the annual Leadership Summit; and perform other special assignments as requested by the president or president-elect. The past president shall be a voting member of the board of directors.

### Duties:

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|--|------------------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings   | All year         |
| 2) Serves on the Data and Technology Applications/MTN Governance Committee   | All year         |
| 3) Serves as chair of the Nominations Committee  | January – August |
| • Solicits nominations from the membership   | March            |
| • Submits nominees to the historian to determine their activities/positions held within MACRAO   | June             |
| • Determines rankings of nominees, along with committee, and submits to the BOD for consideration  | July             |
| • Contacts nominees regarding their willingness to serve   | July/August      |
| 4) Contacts nominees for president-elect, secretary, treasurer-elect and the Nomination Committee for biographical information to membership | September        |
| 5) Reports at the annual conference on the nominees  | November         |
| 6) After election – update AACRAO on BOD contact info  | November         |
| 7) Sends any Articles of Incorporation/Bylaw updates to web editor   | November         |

- 8) Plans Leadership Summit
- 9) Updates leadership manual with the president-elect for the Leadership Summit

December  
November/December

### **Responsibilities – Secretary (Voting Member) – 3 Year Term**

**General Description:**

The secretary shall keep minutes of the Annual Meeting and BOD meetings; be responsible for providing notice to each board member as required by law, the articles of incorporation, or these bylaws; be the custodian of the corporate records keep a register of the names and addresses of each member, officer and director; and perform all duties incident to the office and other duties as assigned by the president or the board. The secretary shall be a voting member of the board of directors.

**Duties:**

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|---|------------------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings                                    | All year         |
| 2) Sends out the agenda for the monthly BOD meeting   | All year         |
| 3) Sends out the Minutes from each meeting  | All year         |
| 4) Presents at the annual business meeting the minutes from the previous year                     | November         |
| 5) Prepares the Minutes from the annual business meeting  | December/January |
| 6) Prepares all certificates for signature for the Annual Conference (signed by VP and President) | October          |
| 7) Prepares Annual Meeting Packets for the BOD/AACRAO Rep   | October/November |
| 8) Prepares Annual Meeting Name Cards for the BOD/AACRAO Rep                                      | October/November |
| 9) Prepares “Reserved” table signs for the annual business meeting                                | October/November |

### **Responsibilities – Treasurer (Voting Member) – 3 Year Term** **(2 year term effective 2017)**

**General Description:**

The treasurer shall have charge and custody over corporate funds and securities; keep accurate books and records of corporate receipts and disbursements; deposit all moneys and securities received by the Association at such depositories in the Association’s name that may be designated by the board; complete all required corporate filings; and perform all duties incident to the office and other duties assigned by the president or board, including keeping an accurate list of the members of the Association by type, collecting the membership dues, securing the approval of the president on all bills before paying them, presenting financial statements to the members of the Association at the time of the annual meeting. The treasurer shall be a voting member of the board of directors.

**Duties:**

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|---|------------------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings                                  | All year         |
| 2) Works with the bank to set up new signatures   | December         |
| 3) Files appropriate tax documents/Tax Form 990 (due March 15)                                  | January/February |
| 4) Serves as the main liaison with the bank   | All year         |
| 5) Pays all invoices  | All year         |
| 6) Processes check requests and travel expense reports that have been approved by the president | All year         |
| 7) Prepares monthly Treasurer’s Report for the BOD  | All year         |

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|--|------------------|
| 8) Prepares and monitors the annual Association budget in collaboration with the President                 | All year         |
| 9) Maintains the MACRAO credit card  | All year         |
| 10) Collects the annual dues   | June/July/August |
| 11) Works with the membership coordinator to determine eligibility for voter cards prior to annual meeting | October          |
| 12) Prepares annual Treasurer's Report for the business meeting and presents at the business meeting       | November         |

**Responsibilities – Treasurer-Elect (Non-Voting Member) – 1 Year Term**  
**Position effective 2016**

**General Description:**

The treasurer-elect shall assist the treasurer as directed. The treasurer-elect shall be elected at the start of the third year of the incumbent Treasurer's term, serve for one year, and shall then succeed to the position of treasurer for two years. The office of treasurer-elect shall not entitle its holder to membership or a vote on the board of directors.

**Duties:**

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|--|----------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings   | All year |
| 2) At the direction of the Treasurer, assist in the preparation of the budget, collection of dues, and any other duties as assigned by the Treasurer | All year |
| 3) Prepares the annual budget for the annual business meeting for the year where the office becomes official   | November |

**Responsibilities – Historian (Non-Voting Member) – 2 Year Term that can succeed itself**

**General Description:**

The historian shall maintain historical records of the Association and provide research for MACRAO activities as directed by the President. The office of the historian shall not entitle its holder to membership or a vote on the board of directors.

**Duties:**

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|--|------------------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings                             | All year         |
| 2) Maintains a file on all historical documents  | All year         |
| • All reports  |                  |
| • Programs and registration materials for all MACRAO events                                |                  |
| • Minutes  |                  |
| • Correspondence and pictures  |                  |
| • Maintains master list of Past President's and Honorary members information and addresses |                  |
| 3) Honorary members  | All year         |
| • Brings forward nominees to the BOD   | All year         |
| • Contact honorary members about attending the conference                                  | July/August      |
| • Works on bio's for honorees  | August/September |
| • Find presenters for honorees   | September        |
| • Orders plaques   | September        |
| • Works with the web editor to post on the web site  | September        |

## **Responsibilities – Membership Coordinator (Non-Voting Member) - 2 Year Term that can succeed itself**

### **General Description:**

The membership coordinator shall work with institutional editors to maintain the Association's directory as directed by the president and be responsible for outreach and active communication with the general membership. The office of membership coordinator shall not entitle its holder to membership or a vote on the board of directors.

### **Duties:**

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|---|----------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings  | All year |
| 2) Maintains the MACRAO directory <ul style="list-style-type: none"><li>• Works with editors to make sure it is updated</li><li>• Provides e-mail addresses from the directory as needed for e-mails to the membership</li><li>• Sends welcome letter on behalf of the President to all new members</li></ul> | All year |
| 3) Identifies institutions that have not paid their dues  | All year |
| 4) Brings forward to the BOD requests from institutions for membership  | All year |
| 5) Sends welcome notice to new members institutions   | All year |
| 6) Creates all Cvent events, event notifications and Cvent listserv   | All year |
| 7) Maintains the Cvent password, listserv and overall product   | All year |
| 8) Prepares voting cards for annual business meeting (based on who has paid their dues)   | October  |

## **Responsibilities – Newsletter Editor (Non-Voting Member) - 2 Year Term that can succeed itself**

### **General Description:**

The newsletter editor shall publish newsletters as directed by the president. The office of the newsletter editor shall not entitle its holder to membership or a vote on the board of directors.

### **Duties:**

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|--|----------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings           | All year |
| 2) Sends monthly e-mail blasts to the membership as directed             | All year |
| 3) Published the newsletter monthly as directed by the president         | All year |
| 4) Serves as editor for other correspondence going out to the membership | All year |

## Responsibilities – Web Editor (Non-Voting Member) - 2 Year Term that can succeed itself

### General Description:

The web editor shall maintain the Association's website as directed by the president. The office of the web editor shall not entitle its holder to membership or a vote on the board of directors.

### Duties:

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|--|----------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings   | All year |
| 2) Maintains and updates the MACRAO website as needed  | All year |
| 3) Posts documents and new materials to the MACRAO website with the approval of the BOD                  | All year |
| 4) Creates and maintains applications/tools on the MACRAO website  | All year |
| 5) Provides technical support to users of the MACRAO website pertaining to the use of the MACRAO website | All year |
| 6) Maintains the MACRAO listserv   | All year |

## Responsibilities – Conference Committee Chair (Non-Voting Member) – 1 Year Term Effective 2015 for the 2016 Annual Conference

### General Description:

The conference committee chair shall serve as the conference planning chair for the annual meeting and shall be the liaison between the Conference Committee and the BOD. The term of office is just one year. The office of the web editor shall not entitle its holder to membership or a vote on the board of directors.

### Duties:

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|--|-------------------|
| 1) Serves on the MACRAO BOD and regularly attends BOD meetings   | All year          |
| 2) Selects members for the Conference Committee (10-12 total) for BOD approval   | November/December |
| 3) Works with the president-elect in determining site for future conferences to be formally presented on and voted by the BOD            | All year          |
| 4) Works with the president-elect on a budget for the annual conference including all associated fees                                    | November/December |
| 5) Coordinates all activities associated with planning the annual conference and keeps the BOD updated                                   | All year          |
| 6) Acts as the liaison with the hotel/conference center location for the annual conference   | All year          |
| 7) Gives monthly updates to the membership on the upcoming annual conference   | All year          |
| 8) Invites past honorary members to the annual conference in conjunction with the Historian  | August/September  |
| 9) Invites past presidents to the annual conference in conjunction with the historian  | August/September  |
| 10) Gets tax exempt forms to the conference site (if applicable) and the Michigan Sales & Use Tax form in conjunction with the treasurer | September/October |
| 11) Secures location for the first-timers reception at the annual conference location for the president                                  |                   |