BOARD of DIRECTORS – General Responsibilities

- Makes agenda recommendations, attends, and participates in all MASBO Board meetings (usually between four to six meetings a year); assists in budget process
- Attends all educational workshops, conferences and meetings
- Serves as Board member in charge of Fall, Winter or Annual Conference as assigned
- Leads agenda development or serves as a moderator for MASBO Institute, as assigned
- Represents MASBO on other boards, as assigned (MSDLAF, Alliance for Student Achievement, MDE Financial Management Advisory Committee)
- Acts as board liaison to one or two resource committees or task forces, as assigned
- Attends ASBO conferences and meetings per Board policy

OFFICERS – Specific Duties

**President**
- Presides over Board meetings, business meetings and strategic planning sessions
- Supervises Executive Director
- Directly oversees association operations, and serves as the primary contact with outside individuals or organizations as needed
- Writes the monthly President’s article in the newsletter
- Serves on the Legislative Committee, and as the primary contact for legislative activity

**President Elect**
- In absence of the President, presides over Board meetings
- Works with the Executive Director in planning the summer board retreat, and ASBO annual conference items
- Serves as Board member in charge of Annual Conference
- Serves on the Legislative Committee

**Vice President**
- In absence of the President and President Elect, presides over meetings

**Immediate Past President**
- Coordinates the nomination process for the Board of Directors
- Coordinates changes to the bylaws
- As needed, works with the Executive Director in updating the Policy Manual

**Treasurer**
- Provides financial oversight, with review of expenses, statements and financial reports per board policy
- Reviews and signs annual tax documents