The MASBO Board of Directors oversees the strategic direction and operations of the association. The Board is comprised of seven elected representatives (four Officers and three Directors) and the MASBO Executive Director. The usual term of office is three years as a Director, at which time the person may be nominated to serve an additional four years on the executive committee of the Board (Vice-President, President-Elect, President and Past-President).

**BOARD MEMBERS – Responsibilities**

1. Set Direction for the Organization
   - Engage in strategic thinking and planning
   - Set the mission and vision for the future
   - Ensure alignment of operational plans with strategic plan
2. Ensure Necessary Resources
   - Secure effective leadership
   - Ensure adequate financial resources
   - Ensure the presence of a capable and responsible Board
3. Provide Oversight
   - Oversee financial management; minimize risk
   - Monitor programs, services and membership trends
   - Evaluate leadership and Board

**BOARD MEMBERS – Duties and Expectations**

- 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 MASBO 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
- Acts as board liaison to resource committees or task forces, as assigned
- Holds an ASBO membership, and attends ASBO conferences and meetings per Board policy

1-2021
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