



Policy Manual

REVISED
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TABLE OF CONTENTS

NAME AND PURPOSE	1.0
MEMBERSHIP	2.0
FINANCES	3.0
ASSOCIATION MEMBERSHIP MEETINGS	4.0
ASSOCIATION BOARD	5.0
STANDING COMMITTEES	6.0
AD HOC COMMITTEES	7.0
ANNUAL CONFERENCE	8.0
SCHOLARSHIPS	9.0
AWARDS AND RECOGNITION	10.0
MISCELLANEOUS	11.0
APPENDICES	
Position Responsibilities - Officers	A.1
Position Responsibilities - Directors	A.2
Position Responsibilities – Other Board Members	A.3
Standing Committees	B.1
Ad Hoc Committees	B.2
Committee Income/Expense Reporting	B.3
MPACE Points System for Awards & Recognition	C

1.0 NAME AND PURPOSE

1.1 NAME

The name of this non-profit association shall be “The Mountain Pacific Association of Colleges and Employers, Inc.”, hereinafter in the Articles of Incorporation, Bylaws and Policy Manual also referred to as the “Association.” The Association was incorporated under Chapter 61, Oregon Revised Statutes on May 31st, 2005. With membership approval by mail ballot effective July 1, 2005. The original name of the organizations were “Western College Placement Association”, Rocky Mountain College Placement Association and were changed, effective July 1, 1995, to the, “Western Association of Colleges and Employers, Inc. and Rocky Mountain Association of Colleges and Employers, Inc. (WCPA was originally incorporated on February 10, 1971 with membership approval by vote on January 1, 1972. RMCPA was originally incorporated on December, 1947.

1.2 PURPOSE

The purposes of the Association are as follows:

- To provide leadership in identifying and responding to issues, changes, and trends affecting career services and college relations.
- To serve as a resource for professional training and development of members and facilitate the exchange of ideas and information.
- To develop, promote and advocate professional and ethical standards and procedures in career services and college relations.

1.3 AFFIRMATIVE ACTION STATEMENT

The Association is committed to affirmative action in its membership and election procedures and in its activities, as well as to the support of employment and placement of minorities, women, veterans, disabled and other protected groups.

2.0 MEMBERSHIP

2.1 MEMBERSHIP CLASSIFICATIONS

2.1.1 There are six (6) membership classifications (See Bylaws, Article III for specific eligibility requirements):

- Regular
- Affiliate (See also, PM Section 2.12)
- Student
- New Professional
- Retiree
- Member Emeritus (formerly Honorary Life Member – title change per board vote at 7/2015 meeting)

2.1.2 With the exception of Student, New Professional, Retiree and Member Emeritus classifications, *membership is by organization, not individual.*

- 2.1.3. To apply for student membership, the following requirements and procedures apply:
- 1...1 Student membership is available to individuals currently enrolled in undergraduate or graduate degree granting programs of accredited/colleges and universities who demonstrate interest in career services/employer relations profession, Human Resources, or Talent Acquisition and who do not hold full-time positions in such professions.
 - 1...2 Student members pay membership dues as set forth by the Board of the Association and published on the Association website. Membership is \$50.00
 - 1...3 Applicants must be 21 years of age or older
 - 1...4 Student rate is exclusive to one member (not an organization) membership cannot be transferred to another student, even if membership is paid by an organization.
 - 1...5 Student membership is not available to those who qualify for membership under the Regular membership category. Student membership eligibility ends six months after the completion of a degree, or upon employment in the field, whichever comes first.
 - 1...6 These members are entitled to all the rights of full memberships except for the ability to vote or hold office.
- 2.1.4 New Professional membership is available to individuals in their first year of employment in career services, employer relations, Human Resources or Talent Acquisition. New professionals seeking employment in career services, employer relations, Human Resources, or Talent Acquisition who are not eligible for the Student Membership status (i.e. past the 6 month after completion of an undergraduate or graduate degree) are also eligible. New professionals are offered reduced membership dues for a limit of one year. Membership is set by association and is currently set for \$75.00.
- 2.1.4 Any Member Emeritus who returns to the profession meeting the criteria for affiliate/vendor membership must regain full dues-paying membership responsibilities and privileges in order to remain active in MPACE and shall pay appropriate member rate. (Board vote Effective April 10, 2008)
- 2.1.5 The Member Emeritus conference benefit will not be in effect while the honoree is active in the profession or if they return to the profession as an affiliate or vendor. (Board vote Effective April 10, 2008)

2.2 GENERAL MEMBERSHIP ELIGIBILITY

Association membership requires compliance with principles and practices as published by this Association and by the National Association of Colleges and Employers, Inc. (NACE).

2.3 MEMBERSHIP APPLICATION REVIEW AND APPROVAL

2.3.1 The Executive Director shall have the authority to approve an application for membership after ensuring they meet membership criteria and that applicants are members of the profession.

2.4 MEMBERSHIP NAME CHANGES

Member organizations changing only their names do not have to be formally reviewed or approved, but should notify the Association office of the specific changes.

2.6 MEMBERSHIP TRANSFERS

As Regular and Affiliate membership is by organization, Association membership held by a member representative may not be transferred from one organization to another (i.e., in the event of a change in employers). However, member representation may be transferred to a new representative within a member organization.

2.7 MEMBERSHIP EXTENSIONS

Any new member accepted after April 1 will be extended membership through the following membership year, provided application is received and approved.

2.8 RESIGNATION OF MEMBERSHIP

An Association member may resign at any time upon giving written notice to the Executive Director.

2.9 TERMINATION OF MEMBERSHIP

Association membership shall terminate when a member becomes ineligible under the Bylaws, does not pay annual dues, or is found to have violated Association/NACE professional and ethical standards.

2.10 MEMBERSHIP DEVELOPMENT

The Membership Director shall receive, from the Annual Conference Registration committee, a list of conference registrants who pay the non-member registration fee and shall invite the organization to apply for Association membership.

2.11 MEMBERSHIP DEMOGRAPHICS

In order to arrive at an equitable representation of Board officers and directors, demographic data shall be supplied by the Executive Director to the Nominating committee to be used as a guideline to determine the representation in each category; e.g. geographic representation, college (public/private, large/small) and employer representation.

2.12 AFFILIATE CLASSIFICATION – STATEMENT OF INTENT

- 2.12.1 Affiliate membership is offered to organizations that do not meet the requirements for regular membership and that provide support services to the recruitment/placement function. Support services are defined as providing either a product or service, irrespective of cost, that would be purchased by, or is of interest to, a significant segment of the membership. This might include, for example, non-profit organizations that provide a service to member organizations or commercial companies, publishers, software houses, or third-party recruiters.
- 2.12.2 It is the intent of the Board that the Affiliate classification be narrowly defined to include only those applicants for membership who do not meet Regular membership criteria and specifically meet Affiliate criteria. Other applications should be denied.
- 2.12.3 Affiliate status shall be conditional on full compliance with the principles and practices as established by the Association and by the National Association of Colleges and Employers.
- 2.12.4 Affiliate privileges shall include all services offered to Regular Members. Affiliate member representatives may hold MPACE appointed offices and serve on committees.
- 2.12.5 Affiliate member representatives may vote in Association elections, may hold elective office or become voting members of the MPACE Board. However, no more than one Affiliate member may serve on the Association Board at any given time.

2.13 MEMBERSHIP DIRECTORY

- 2.13.1 The Association shall publish annually a Membership Directory.
- 2.13.2 The Membership Directory shall not be sold to Association members.
- 2.13.3 Non-members may purchase a copy for a fee set forth by the Board of Directors.

2.14 MEMBERSHIP NEWSLETTER

- 2.14.1 The membership newsletter shall be published at least three (3) times per year.
- 2.14.2 Subscriptions to the newsletter shall not to be sold to non-members. Instead, the most recent edition of the newsletter, along with a membership application, will be sent.

2.15 MEMBERSHIP MAILING LIST

- 2.15.1 The mailing list of MPACE members may be provided for Association-related business or other business related to the Association's purpose without cost to:
 - MPACE Committees, Officers and Board members
 - MPACE members
 - Representatives of other regional associations
 - Representatives of other professional associations

2.15.2 The mailing list of MPACE members may be sold, at the discretion of the Membership Director to:

- Members of the Association
- Other non-profit organizations
- Profit-making organizations when it would benefit the membership.

2.15.3 The Board determines the cost of the membership mailing list.

3.0 FINANCES

3.1 FISCAL YEAR

The period July 1 through June 30 shall be the Associations fiscal year.

3.2 DUES

3.2.1 Membership dues shall be payable in advance or before July 1 of each year. The amount of the annual dues shall be determined by the Board, and assessed each member representative.

3.3 ANNUAL BUDGET

3.3.1 Association officers and directors shall submit a proposed, itemized annual budget to the Treasurer one month prior to the Spring Board Meeting. The Financial Advisory Committee will review proposed budgets and the itemized requests prior to presenting the budget to the Board for final approval.

3.3.2 Budget expenditures of up to \$500.00 over the approved budget amount shall be submitted for the Treasurer's review and approval.

3.3.3 The Treasurer shall submit budget expenditures exceeding \$500.00 over the approved budget amount to the Financial Advisory Committee for further review, consideration and approval.

3.4 OPERATING RESERVE

The Association shall establish, approve, and adhere to a Reserve policy with respect to reserve funds held by the association. The current policy that has been approved by the Board of Directors will be posted on the MPACE website.

3.5 FINANCIAL ADVISORY COMMITTEE

3.5.1 A Financial Advisory Committee (FAC) - consisting of the Vice President/President Elect, Secretary, Treasurer, Immediate Past President, one College Director and at least one Employer Director will assist the Treasurer with financial policy review, financial planning, budgeting and audit recommendations to be taken to the board for review and vote when appropriate. Every effort to have an employer on the FAC will be made to ensure the perspective of MPACE's employer membership is represented pertaining to MPACE financial matters. Length of service on committee is one

year. One of the conference co-chairs participates in FAC meetings as a non-voting member to provide conference financial updates.

3.5.2 The President shall appoint the members of the FAC as board members rotate, positions become vacant.

3.5.3 The FAC will audit the financial transactions of the annual conference.

3.6 ASSOCIATION CHECKING ACCOUNT

3.6.1 The Association shall maintain one (1) checking account, through which all deposits and disbursements will be made.

3.7 EXPENSE REPORTS

3.7.1 Board members, members of Standing and Ad Hoc committees, and other members of the Association who incur out-of-pocket expenses related to the execution of official Association business shall submit an expense report to request reimbursement. Current forms are made available on the association website.

3.7.2 Expense reports must be submitted within 30 days of the date the expenses were incurred to be reimbursed.

3.7.3 Board members are expected to manage their own budgets within established MPACE policy guidelines. For expenses that pertain to an operational budget outside their own budget purview such as conference or membership marketing/promotion materials, board members must obtain pre-approval and submit the expense through the appropriate board member responsible for that budget.

3.8 INVESTMENT STRATEGY

3.8.1 The Investment Strategy for the association's operating reserves and long term reserves is defined in the Investment Policy document approved by the Board of directors. This document is made available to Board members on the association website.

3.9 INSURANCE AND LIABILITY

3.9.1 **Civil and Criminal Liability**

To ensure that the risk of civil or criminal liability is minimized, Directors, Officers, Committee Chairs, and others acting on behalf of MPACE need to observe both a “standard of care” and a “duty of care” in performing their functions by:

- insuring that the Association conducts its activities legally;
- making ethical decisions which support the purposes and goals of the Association as expressed by the Bylaws, Articles of Incorporation and the Policy Manual;
- performing duties in good faith and with care;
- exercising reasonable judgment and reach informed decisions;
- and
- following a sound and thoughtful planning process and decision- making process.

One of the best protections against liability is to have a sound management system and to make sure the system is followed.

3.9.2 **Personal Liability and Indemnification**

Board members personal liability and the associations indemnification of said board members is detailed in Article IX of the Association bylaws.

3.9.3 **MPACE Functions**

With regard to MPACE functions, there are several areas that may constitute a higher risk of liability and vulnerability and therefore need special attention.

3.9.3.1 **Alcohol:** Alcohol at MPACE-sponsored events should be served judiciously with particular caution observed if participants will be driving after the function. If liquor is to be sold (i.e. a no-host function), the hotel or facility should sell the liquor rather than MPACE

3.9.3.2 **“Hold Harmless” Agreements:** Hold harmless agreements should be used for participants in such activities as fun runs, bike tours, or other similar types of events in which injury might occur.

3.9.3.3 **Contracts:** Signatory authority should be specifically designated to enter into contracts which could obligate MPACE financially (e.g. hotel or meal services). When MPACE contracts for services (e.g. hotels, tour/sightseeing companies, transportation companies, boat companies, etc.) the contractor should provide evidence of liability insurance covering personal injury. If possible have MPACE given status as a named insured.

3.9.4 **Fiduciary Responsibility:** With regard to MPACE finances, in order to have adequate records for our audits, individuals responsible for our services and programs should adhere to MPACE policies and guidelines regarding their budgeting. Any monies collected on behalf of the association shall be promptly remitted to the executive director and reported appropriately.

3.10 DONATIONS

- 3.10.1 The association's policy in regards to donations/sponsorships is outlined in our Sponsorship policy approved by the Board of directors. This document is made available to Board members on the association website. The sponsorship policy document is incorporated by reference to the policy manual, and is therefore considered a policy of MPACE
- 3.10.2 The Board shall review the sponsorship policy at least every two years to make sure it continues to address the needs of MPACE.
- 3.10.3 Contributions to MPACE do not qualify as charitable deductions for Federal Income Tax purposes, but may qualify as a business deduction for tax purposes.

4.0 ASSOCIATION MEMBERSHIP MEETINGS

4.1 FREQUENCY

There shall be an annual Association membership/business meeting and such other membership meetings as the Association Board deems necessary.

4.2 QUORUM

A majority of the member representatives of the Association present at scheduled meetings shall constitute a quorum.

4.3 MEETING MINUTES

The minutes of the annual membership/business meeting will be reviewed at the Fall Board Meeting and approved at the next Annual membership/business meeting.

5.0 ASSOCIATION BOARD

5.1 COMPOSITION

The MPACE Board shall be composed of the Officers, Directors, an Annual Conference co-chair (ex-officio, non-voting) and the MPACE Executive Director (ex-officio, non-voting). Elected board Officers, Directors and Conference Co-chairs will rotate every term between college and employer member representatives with balanced representation being maintained whenever possible to reflect membership.

See Association website for current organizational chart

5.2 AUTHORITY

The Board shall have authority to act for the Association in all matters except the election of officers.

The Board shall have the power to fill vacancies that occur between elections for all officers and directors except the office of President, which would be filled by the Immediate Past President for the balance of the term.

5.3 ELIGIBILITY

Since the purpose of MPACE is to serve those involved in the career planning, recruitment, and training of college graduates, members of the Board should have significant and regular involvement in these areas in order to understand the relevant issues, concerns, problems, and future directions in the field.

5.3.1 Any member of the Board must satisfy all conditions for MPACE membership.

5.3.2 Board members must be dues paying member representatives.

5.4 TERMINATION OF BOARD PARTICIPATION

If a Board member's responsibilities cease to be related to those areas noted in Section 5.3 during his/her term of office, s/he ceases to be a member of the Board according to the following procedures:

5.4.1 Reassignment

Any Board member who is reassigned and/or whose job duties change significantly should contact the President who will then consult with the other officers to develop a recommendation regarding the member's continuance on the Board. The president will then review this recommendation with the remainder of the Board to determine whether they approve or disapprove of the recommendation. Approval of a recommendation to discontinue Board membership will result in the member being required to resign from the Board.

5.4.2 Unemployment

Any Board member who becomes unemployed and is seeking employment in the same field should notify the President. Generally, six months would be considered a reasonable period for the individual to locate an acceptable position. If a position has not been located at the end of six months, the situation should be discussed with the President. If resolution seems imminent with an offer/acceptance of a qualifying position likely, additional time will be allowed. However, if no new position is in sight at the end of six month time period, the individual will be required to resign from the Board.

5.4.3 Change of Field

Any Board member whose employment situation changes such that they are no longer employed in the field (i.e. retire, have obtained a position in a different field, are unemployed and seeking a position in a different field, etc.) should notify the President and be required to submit his/her resignation from the Board.

5.4.4 Leave of Absence

Continuance of the term of office for Board members who go on formal leaves of absence from their employers will be at the discretion of the Board. In determining whether to continue a member on leave-of-absence, the Board will be guided by the following criteria:

5.4.4.1 That a maximum time limit be set.

- 5.4.4.2 That the individual be committed to and able to fulfill the obligation of the elected office including attending all Board meetings.
- 5.4.4.3 That the individual continue a relationship with their original employer. That the individual will return to the position left at the end of the leave.
- 5.4.4.4 That the balanced representation of the Board will be maintained.

5.5 BOARD MEETINGS

- 5.5.1 The Board shall meet as they deem necessary and appropriate.
- 5.5.2 A regular meeting of the Board shall be held in the city where the annual meeting (conference) of the membership is held (where cost effective), immediately preceding or following each annual meeting. Every effort will be made to hold Board meetings in regional areas where the greatest concentration of Board members exists.
- 5.5.3 The President, in consultation with the Board, shall select the place of other Board meetings during the fall and in the Winter/Spring.
- 5.5.4 The President has the discretion to cancel either meeting in any year.
 - 5.5.4.1 In a case where a meeting of the Board cannot be convened, written concurrence of a majority of the Board will be binding.
- 5.5.5 Special meetings of the Board may be called at the written request of one- third of all Board members.
- 5.5.6 Newly elected Board members shall be invited to attend the Transition meeting prior to assuming their duties on July 1. MPACE
- 5.5.7 At least fourteen (14) prior to a regular meeting of the Board, notice of the meeting, containing a memorandum of proposed business to be considered, shall be sent to each member of the Board.

5.6 BOARD RELATED EXPENSES

- 5.6.1 MPACE Board Meetings
 - The Association will assume travel and lodging expenses of all official attendees to Board Meetings.
 - 5.6.1.1 Only additional meals and lodging expenses associated with attending the annual conference Board Meeting will be paid for official attendees.
- 5.6.2 Annual Conference President's Suite
 - The Association shall pay the cost of the hotel suite used by the President of MPACE when attending the annual conference from its operating budget (not the Conference Committee budget) unless furnished gratis by the hotel.
- 5.6.3 NACE-Related Meeting Expenses incurred by a Board member
 - 5.6.3.1 APC Roundtable Meetings
 - 5.6.3.2 APC Task Force and Committee Meetings
- 5.6.4 Mileage
 - Those driving their own vehicle for MPACE-related business will be

reimbursed at the IRS approved mileage rate, or at the round-trip coach airfare to the meeting site, whichever is less.

5.6.5 Spouse Expenses

Spouse transportation, lodging and meals are not funded by MPACE Spouses are invited to the hospitality party and may be included in scheduled meals at their own expense.

5.6.6 Expense Reimbursement

Information related to reimbursement may be found on the association website.

5.7 OFFICERS

The officers of the Association shall be the President, Vice President/President Elect, Immediate Past President, Secretary and Treasurer.

5.7.1 Terms of Office

5.7.1.1 The term of office for newly elected office commences officially on July 1 following their election. Each officer shall serve a six-month transition position as officer-elect prior to their term start date.

5.7.1.2 President: one-year term.

5.7.1.3 Vice President/President-Elect: One-year term, three year commitment (i.e. one year – Vice President/President-Elect, one year – President, one year – Immediate Past President.

5.7.1.4 Immediate Past President: one year term.

5.7.1.5 Secretary: two-year term.

5.7.1.6 Treasurer: two-year term.

5.7.1.7 Association officers shall not serve two consecutive terms in one office.

5.7.2 Vacancies

Vacancies occurring shall be filled for the un-expired term by the President with the approval of the Board, except that the Immediate Past President shall automatically assume the office of President if it becomes vacant.

5.7.3 Responsibilities of officers are detailed in Appendix A2.

5.8 DIRECTORS

There shall be nine (9) Association Directors. Every attempt shall be made to maintain a balanced and diverse Board, reflective of the demographic profile of the Association membership.

5.8.1 Term of Office

5.8.1.1 Directors are elected for a term of two (2) years.

5.8.1.2 Terms of office for newly elected Directors commence officially on

July 1 following the election in the fall. Each Director shall serve a

six-month transition position as Director-elect prior to their term start date.

5.8.2 Vacancies

The President with the approval of the Board shall fill vacancies for un-expired terms of office.

5.8.3 Responsibilities

5.8.3.1 Directors shall chair Standing Committees as appropriate.

5.8.3.2 Directors appoint Committee members with the approval of the President.

5.8.3.3 Directors shall be present at all meetings of the Board.

5.8.3.4 Directors shall serve as needed on Association task forces and ad hoc committees.

5.8.3.5 Two directors – one college and one employer, appointed by the President, shall serve on the Financial Advisory Committee.

5.8.3.6 Directors are encouraged to hold meetings in the geographic areas or at the annual conference to elicit concerns of the membership in the geographic areas, and to report in writing the results of these meetings.

5.8.3.7 Directors shall attend the transition Board meeting following their election.

(See Appendix A.3 for additional detail re: Director Responsibilities)

5.9 OTHER BOARD MEMBERS

There shall be two (2) additional non-voting members of the Board:

- Annual Conference Co-Chair (ex officio; non-voting)
- Association Executive Director (ex officio; non-Voting)

5.9.1 Terms of Office

5.9.1.1 Annual Conference Co-Chair: one year term

5.9.1.2 Executive Director: per duration of contract

5.9.2 Vacancies

The President, with the approval of the Board, shall fill vacancies for the un-expired terms of the Annual Conference Co-Chair(s).

5.9.3 Responsibilities

(See Appendix A.4 for detail.)

5.10 EXECUTIVE DIRECTOR

5.10.1 Membership

- Keep member & prospect databases updated: add new prospects as directed.
- Provide membership reports as requested by the Board
- Bill members annually for dues and send reminders as directed
- Update regional list and online directory files weekly; update printable directory as directed
- Produce membership collateral and distribute as directed

5.10.2 Treasury Support

- Collect, code to appropriate accounts, and deposit all moneys for MPACE dues,

- programs and miscellaneous income
- Process and code to appropriate accounts all credit card payment deposits
- Serve as central point to receive, code, submit expenses and reimbursements for check preparation through the accounting process
- Oversee deposit schedules and checks payable to speakers, vendors and venues for conferences and other events in adherence to contracts
- Work with Treasurer to create financial reports to the board and membership for annual meeting
- Reconcile conference master bill expenses for accuracy
- Collect outstanding registration fees, sponsorship monies on behalf of the Association In conjunction with Treasurer, create draft of annual Association operations budget for board input and approval
- Provide association management credit card for payment to support board members for official business as needed

5.10.3 Secretary Support

- Distribute minutes from Board meetings.
- Serves as Corporate Officer of Association and as such is charged with ensuring the maintenance of all records of the Association in collaboration with the Executive Director
- Serves as the Association's Historian
- Manage Basecamp access and document retention

5.10.4 Communications Support

- Provide assistance to this committee as needed
- Cause the newsletter to be posted on website and archives to be kept there

5.10.5 Conference

- Process all registration, sponsorship, and ad money, including credit card payments
- Provide attendance list and registration packets for participants (nametags, receipts, tickets, ribbons, etc.)
- Aid the Committee in whatever ways requested
- Attend Conference Committee meetings as budget dictates
- Attend Annual Conference in full, arriving at least 1 day before the start date

5.10.6 Board of Directors

- Attend 3 Board of Directors meetings per year
- Aid Committee members in preparing reports for these meetings
- Help plan Board of Directors dinners at these meetings as needed
- Provide storage of minutes, archive documents and electronic Policy Manual

5.10.7 Website

- The MPACE website will look as directed by the Board and Committee
- Update all directories online weekly
- Update segments of the site as directed by Board and Committee

- Post all conference material on the website as directed by the Committee

5.11 BOARD MEMBER ORIENTATION AND TRANSITION

The annual orientation of newly elected Board members and transition of responsibilities from outgoing Board Members shall occur during the Spring Board meeting.

6.0 STANDING COMMITTEES

6.1 CREATION

Standing Committees are created to provide professionally relevant member programs, services and support.

6.2 CURRENT STANDING COMMITTEES

- Annual Conference
- Education and Professional Development
- Financial Advisory
- Communications
- Membership Development
- Nominating
- Regional Programming – Pacific North
- Regional Programming – Pacific Central
- Regional Programming – Pacific South
- Regional Programming – Mountain Central
 - Regional Programming- Mountain East

6.2.1 Association Directors serve as chairs of all standing committees EXCEPT the Annual Conference (oversight provided by the President and Vice President/President-Elect), Financial Advisory (chaired by the Vice President/President-Elect), and Nominating (chaired by the Immediate Past President) committees.

6.3 COMMITTEE CHARTERS AND RESPONSIBILITIES

(See Appendix B.1 for detail.)

7.0 AD HOC COMMITTEES

(See Appendix B.2 for detail.)

8.0 ANNUAL CONFERENCE

8.1 CONFERENCE FINANCES

The Board expects that each Annual conference will show a profit, or at a minimum, break even, but gives assurance that the Board will back the conference financially if necessary.

8.2 ADVANCES

Advances of working capital during the pre-conference planning period will be made as funds permit. Advances are not considered income to the conference and do not negate the break-even policy.

8.3 REGISTRATION FEES

- 8.3.1 The Annual Conference registration fee structure shall be developed by the Annual Conference Committee, in collaboration with the Treasurer, reviewed by the Financial Advisory Committee, and submitted to the Board for consideration and approval.
- 8.3.2 At the annual conference, and at regional events, an organization will pay the member rate for as many participants as they have dues paying members, even if the members themselves aren't attending. However, the attendees do not have any other privileges of membership. Privileges are specific to the dues paying member.
- 8.3.3 Member Emeritus (within year of award), current presidents of other regional associations (including Canadian), current NACE President and one NACE representative (usually the Director) shall receive complimentary conference registration.
- 8.3.4 Retired MPACE member representatives shall pay the conference registration fee for members.
- 8.3.5 NACE attendees shall pay the conference registration fee for members.
- 8.3.6 Conference planning committee members, MPACE Board members, additional representatives of NACE and other regional association Boards shall pay the member registration fee as well as any expenses related to attendance at the annual conference.
- 8.3.7 Attendees from other regional associations shall pay the conference registration fee for non-members.
- 8.3.8 The **non-member** annual conference registration fee shall be higher than the cost of membership plus conference registration.
- 8.3.9 The daily registration fee is established so that it is not more economical for a non-member to pay two daily registration fees than it would be to pay a single, regular non-member conference registration fee.
- 8.3.10 The Past Presidents of all regional associations are entitled to register for the regional regular member conference registration fee.

9.0 SCHOLARSHIPS

- 9.1 MLI scholarships in the amount of the registration fee (which includes lodging) plus travel & food costs shall be awarded to college members annually to attend the NACE Management Leadership Institute. Although multiple members from one institution may apply, only one scholarship will be permitted per institution.
- 9.2 RLI scholarships to an employer member in the amount of the registration fee, lodging, travel and food costs shall be awarded to attend the NACE Recruiter Leader Institute.
- 9.3 FLS scholarships to a new professional/student in either university recruiting or career services will be awarded annually to cover the registration fee of the annual MPACE conference and associated travel, lodging and food costs. This recipient will also be awarded the opportunity to present at the annual conference.
- 9.4 MPACE conference scholarships will be awarded annually to members (employers/colleges) to cover the registration fee of the annual MPACE Conference and up to \$500 in associated travel/lodging costs. Although multiple members from one institution may apply, only one scholarship will be permitted per institution. Preference will also be given to award one scholarship per region.
- 9.5 All of the aforementioned scholarship information will be posted on the MPACE website at least 2 months prior to the application deadlines. Applicant qualifications and review process will be explicitly shared on all application forms. Applicant's name, email, phone number and institution will be removed from all documents to ensure the utmost anonymity when scoring.
- 9.6 Board members are not eligible to receive MPACE Scholarships. Other scholarships will be awarded at the discretion of the Board. The Professional Development & Education Committee members are not eligible to receive the conference scholarships; they are eligible to apply for and receive the other scholarships on the basis that they not be involved in the creation of the applicant qualifications or review process. Preference will be given to those who have not been awarded within the past five years.
- 9.7 The number of each type of scholarship shall be determined annually by the Board of Directors, and reflected in the approved annual operating budget.

10.0 AWARDS AND RECOGNITION

10.0.1 The Immediate Past President will be assigned the responsibility for selecting, nominating, and presenting to the Board, candidates who might be considered eligible to receive all MPACE awards except the Certificate of Appreciation.

10.0.2 The Past President shall seek nominations and input for the awards from the Board, Executive Director and Committee Members.

10.0.3 The Immediate Past President shall also be guided, though not restricted, by member volunteer points as entered on the MPACE website in determining qualifications for awards.

10.0.4 The Board of Directors must vote to approve all awards presented by the Past President.

10.0.5 Awards do not necessarily need to be awarded every year.

10.1 MEMBER EMERITUS (HONORARY LIFE, per board voted at 7/2015 meeting)

10.1.1 To qualify for Member Emeritus a member representative must:

- no longer be actively engaged in college placement, recruitment, or other areas allied to college relations, and
 - have made in his/her association with MPACE a “substantial contribution” to the work and growth of MPACE and to the professional field of endeavor which it encompasses.
- 10.1.1.1 Criteria for determining “substantial contribution” may include service with distinction in at least two of the following categories: Board Member, Committee Chairperson, Conference Co-Chair of MPACE, W.A.C.E., R.M.A.C.E. NACE officer, NACE Committee or Task Force Member, NACE Committee or Task Force Chair.

10.1.1.2 Contributing factors: length of active membership (minimum of ten years membership), participation in committee activities and task forces, conference programs, etc., contribution toward professional development through published research, other writings, speeches, etc.

10.1.2 This award can be made at the conference immediately preceding the retirement of an eligible member if the retirement has been clearly announced and will occur within the year at the annual conference.

10.1.3 Member Emeritus includes lifetime membership without payment of dues, but does not include the right to vote on Association matters. As stated in the association bylaws, Member Emeritus members, who received their award post-merger are entitled a complimentary conference registration within a year of receiving their award. Effective April 10, 2008, registration for the annual MPACE conference for post-merger (RMACE/WACE) honorees shall be set at a reduced rate, comparable to the student registration fee. This rate will cover the cost of the conference meals and special-event night, where applicable. This conference registration rate becomes in effect in subsequent years after the complimentary registration to an annual conference within a year of receiving their Member Emeritus award. Honorees awarded pre-merger will be “grandfathered” in and continue with free conference registration for life. Member Emeritus awardees may attend all Association functions and shall pay Regular member rate (when fee is required) unless otherwise specified.

10.1.4 Any Member Emeritus who returns to the profession in any capacity and would qualify for membership (regular, affiliate, vendor), he/she must temporarily relinquish all benefits, including free or reduced conference registration fees, of the Member Emeritus status. If they wish to receive benefits of membership they must pay the dues for the appropriate membership status until such time as they are again retired or no longer working in the field at which time the Member Emeritus benefits can be restored.

10.1.5. It is recommended that a candidate for Member Emeritus have at least 3,100 points.

10.1.6 Candidates who are not “member representatives” can be considered if they have moved outside of the MPACE region.

10.1.7 Recipients should be asked for a non-work email and contact number so that they can continue to receive communications from the organization if desired.

(See Appendix C for Point system)

10.2 OUTSTANDING SERVICE AWARD

10.2.1 Association member representatives actively engaged in career planning or recruiting and college relations on a day-to-day basis are qualified for consideration.

10.2.2 Nominees should possess a record of leadership or professional contributions to the field of such magnitude and quality as to merit recognition and acclaim.

10.2.3 Voting members of the Board would not typically receive the Outstanding Service Award. However, Committee Chairs are eligible.

10.2.4 The Immediate Past President shall also be guided, though not restricted, by the point system in determining qualifications for this award.

10.2.5 It is recommended that a candidate for Outstanding Service have a least 2,000 points.

(See Appendix C for Point system)

10.3 CERTIFICATE OF APPRECIATION

10.3.1 Any Board Member may solicit the President to present to those individuals who, in his or her judgment, have made a special contribution or who have completed an assignment of special significance to the Association to receive a Certificate of Appreciation

10.3.2 The Immediate Past President shall be responsible for preparing the Certificates for presentation by the President. Time of the presentations shall be at the discretion of the President.

(See Appendix C for Point system)

10.4 RISING STAR AWARD

10.4.1 The Rising Star Award is for individuals who have fairly recently become actively involved in support of MPACE activities and was established to show special recognition to relative “newcomers” to association activities.

10.4.2 An award is available each year for one employer and one college member representative.

10.4.3 Nominees should typically have been members no more than five years. Criteria for the award may include participating in such activities as conference committees, standing committees, regional activities, hosting events or exchanges, or assisting in the production and distribution of MPACE materials. Through their contributions from such activities, nominees will have demonstrated ability to help motivate others to become similarly involved.

10.4.4 Award recipients will be announced at the annual conference and re-introduced at the discretion of the conference committee.

10.4.5 It is suggested that a candidate for the Rising Star Award have a minimum of 300 points.

(See Appendix C for Point system)

10.5 President's Award

The current President will honor the Immediate Past President with an award at the last conference of the Immediate Past President's term.

10.6 MVO/MVP Awards

10.6.1 MVO Awards – Recognizes member organizations that have contributed significantly to the Association in the past year at the annual conference. These awards can be given to employers and/or colleges.

10.6.2 MVP Award – Recognizes individuals who have contributed significantly to the Association in the past year at the annual conference. These awards can be given to any member.

11.0 MISCELLANEOUS

11.1 ROBERT'S RULES OF ORDER

Robert's Rules of Order, Revised shall be the authority on all questions not covered by the Articles of Incorporation or the Bylaws.

11.2 DOCUMENTS REFERENCED

ALL DOCUMENTS REFERENCED IN THIS POLICY MANUAL ARE INCORPORATED BY REFERENCE, AND ARE CONSIDERED TO BE PART OF THE POLICIES OF MPACE.

11.3 BYLAWS CHANGES

Proposed Bylaw changes, whenever possible will be presented to the membership at the Annual Business Meeting and/or will be included with the annual Election Ballot for formal consideration and approval.

Appendix A.1

Position Responsibilities - Officers

PRESIDENT

Position Charge: The President shall serve as the leader of the Association, preside at all Board meetings and at the MPACE annual business meeting, present the annual report to the membership, and represent MPACE to other organizations.

Term of Office: One year term, three-year commitment (i.e. one year – Vice President/President-Elect; one year – President, one year – Immediate Past President).

Each officer shall serve a six-month transition position as officer-elect prior to their term start date.

Committees Reporting to Position: Annual Conference Committee (current)

Responsibilities:

- a. Shall preside at all meetings of the Board and at the annual meeting of the membership during any conference.
- b. Shall send notice of meetings of the Board (including agendas) to each member at least 14 days in advance of each meeting.
- c. Shall call special meetings.
- d. Shall be the official representative of the Association to other organizations.
- e. Shall represent at meetings, with the Vice-President, the Association at the Presidents' Roundtable and ACE meetings.
- f. Shall, in conjunction with directors, appoint committee chairs and approve the appointment of committee members.
- g. Shall select, with Board approval, one college and one employer director to serve with the Vice President/President Elect, Secretary and Treasurer on the Financial Advisory Committee to serve a two year term. If there is not a College and Employer Director on the Board at the time of a vacancy on the committee, two Directors will serve.
- h. Shall, with the Treasurer, complete signature cards authorizing withdrawal of funds or signing of checks on behalf of the Association.
- i. Shall extend to all Member Emeritus, other regional association presidents, the NACE President and one NACE representative a personal invitation to attend annual conferences

including complimentary conference registration.

- j. Hosts the “Heritage” Reception at Annual Conference honoring Past Presidents, past NACE Presidents who are members of MPACE, and Member Emeritus.
- k. Shall appoint any ad hoc committees that, in his or her judgment are needed, subject to approval of the Board.
- l. At the end of the term of office and during the Board Transition Meeting or at the annual conference, shall present the incoming President a gavel engraved with MPACE, his or her name, and the term of office.
- m. Shall provide “thank you letters” to annual conference committee members who request a letter of appreciation and participation to their employer/college.
- n. Add ALF responsibilities

VICE PRESIDENT/PRESIDENT ELECT

Position Charge: The Vice President/President Elect shall perform all the duties of the President in his/her absence or at the President’s request. The Vice President/President Elect shall chair the Financial Advisory Committee, collaborate with the Treasurer in the development of the Association’s annual budget, and perform other duties as may be assigned by the President.

Term of Office: One year term, three-year commitment (i.e. one year – Vice President/President-Elect, one year – President, one year – Immediate Past President.

Each officer shall serve a six-month transition position as officer-elect prior to their term start date.

Committees Reporting to Position: Financial Advisory Committee
Annual Conference Committee (Upcoming)

Responsibilities:

- a. Shall assume the duties of the President in his/her absence.
- b. Shall serve as Chairperson of the MPACE Financial Advisory Committee, which consists of the Vice President/President Elect, Secretary, Treasurer, and two directors appointed by the President – one college and one employer.
- c. Shall serve as the Chairperson of the task force of directors for Membership and Communications.
- d. Shall participate directly in the selection of the Annual Conference site occurring during his/her term as President.
- e. Shall select and nominate for Board approval, the Conference Co-Chairs for the Annual

Conference occurring during his/her Presidency. Shall monitor the Annual Conference planning process and, when requested or appropriate, provide counsel and guidance to the Conference Planning Committee.

- f. Shall collaborate with the Treasurer and Executive Director in the development of the Association's budget for the fiscal year occurring during his/her Presidency.
- g. Shall serve as back up, second check signer to MPACE's checking account which requires completing all required documentation including providing sensitive personal information and authorized representative for MPACE's investment reserves portfolio.
- h. Shall coordinate and lead the New Board Member Orientation at the annual summer Transition Board Meeting.

SECRETARY

Position Charge: The Secretary serves as a Corporate Officer of the association and as such is charged with ensuring the maintenance of all records of the Association in collaboration with the Executive Director and serving as the Association's Historian.

Term of Office: Two years, with a six-month transition position as officer-elect prior to term start date.

Responsibilities:

- a. Records, prepares and distributes the minutes of Board Meetings, the Annual Membership/Business Meeting and other official special meetings of the Association that may be convened.
- b. Records action items discussed during board meetings.
- c. Facilitates the organization of action items for board and organizes action item updates, reminders, progress, and provides updates of completed action items and pending action items during board meetings.
- d. Provides copy of Board Meeting minutes, as approved by the Board, to Association Executive Director, for inclusion in the Minutes Book.
- e. Serves on the Financial Advisory Committee; records minutes for distribution to FAC members and inclusion into the Minutes Book.
- f. Accurately records virtual votes that may occur in between in-person board meetings.
- g. Maintains, collects, archives and updates as required, all official and historical records and documents of the Association, including the Articles of Incorporation, Bylaws, Policy Manual and other Association records and documents as required.
- h. Oversees the on-line board organizational system being used at the time of service (*Basecamp* as of July 2016), maintains an accurate and updated list of board members needing access, including updating and/or placing documents into the organizational system as needed.
- i. Collaborates with the Association Executive Director and Board in the development and distribution of all official/legal communications with the membership, legal or regulatory bodies, and other regional and/or national associations using currently accepted distribution methods.
- j. May help with other duties during the year at the request of the President and as agreed to

- by the Secretary and Board.
- k. Shall perform other secretarial duties as may be required.

TREASURER

The Treasurer is charged with overseeing the management of all financial matters related to the operation of the Association in conjunction with the Executive Director; monitoring and maintaining a custodial responsibility for all financial disbursements and receipts; managing the development of the Association's annual operating budget; ensuring the maintenance of, preparation of and distribution of accurate and timely statements of financial condition (including Budgets and Balance Sheets) to the Board and the membership; in conjunction with the Executive Director, ensuring that all required Income Tax returns and corporation status documentation are prepared and submitted by a qualified tax preparer on-time basis; serving on the Financial Advisory Committee; and monitoring and reporting on the performance of the Association investment portfolio (the 'Operating Reserve').

Term of Office

Two years with a six-month transition position as officer-elect prior to term start date.

Committee Reporting to Position

None

Responsibilities

- a. Incoming elected Treasurer will begin 6 month orientation and onboarding to role with outgoing Treasurer after confirmation.
- b. Works with the President Elect, Board members and Executive Director, coordinating the Association Annual Budget development process for next fiscal year commencing on July 1, reviewing previous year actual expenditures and consolidating proposed budget line items for review and recommendations by the Financial Advisory Committee.
- c. Provides regular financial updates to the Board during Board meetings and as requested.
- d. Reviews all Board and Committee expenditures, ensuring appropriate expenditure approvals, within scope of budget and compliance with Association policies.
- e. Provides expenditure guidance related to budget. Oversees expenditure disbursements, reimbursement and bookkeeping process of approved expenses supported and executed by Executive Director and staff including:
 - Board member travel expenses related to Board meetings
 - Regional events throughout the year
 - Annual Association conference deposits and payments to conference venue, vendors and speakers
 - Serves as primary check signer which requires completing all required bank documentation including providing sensitive personal information
 - Has the ability and responsibility to write MPACE checks when necessary.

- f. Reviews final reconciled conference profit and loss financial reports with Executive Director to present to Board.
- g. Works with the Executive Director to ensure that all required Income Tax returns and corporation status documentation are prepared by accountant, signed by President and submitted to IRS on an annual on-time basis.
- h. Serves as primary point of contact with investment management company. Monitors and reports to Board on the performance of the Association's investment portfolio 'Operating Reserve'.

IMMEDIATE PAST PRESIDENT

Position Charge: The immediate Past President shall chair the MPACE Nominations Committee, the Awards & Recognition Committee, shall maintain the Association Bylaws, and serve as Association Parliamentarian.

Term of Office: One year.

Committees reporting to position: Nominating
Awards & Recognition

Responsibilities:

- a. Directs and manages the Association officer and director nominations and election process.
- b. Serves as Association parliamentarian for the conduct of all official meetings of the Association, assuring that all business is conducted within approved parliamentary and policy guidelines.
- c. Examines and evaluates all proposed amendments to the Bylaws and Policy Manual and reports findings/recommendations to the President.
- d. Shall select, with Board approval, five nominating committee members by September 1st. This committee shall consist of the immediate past president and four (4) additional voting-eligible member representatives.
- e. Serves on the Financial Advisory Committee.
- f. Directs and manages the membership awards and recognition process.
- g. Provides historical perspective/context and institutional wisdom to Board.

Appendix A.2

Position Responsibilities – Directors

DIRECTOR – EDUCATION & PROFESSIONAL DEVELOPMENT

Position Charge: Identify, monitor and communicate to the members issues and trends affecting the profession. Research and evaluate the relevance and value of professionally developmental educational opportunities in the career services and college relations fields. Supervise Professional Development Scholarships for colleges and employers. Collaborate with other similar associations to develop professional development programming for members. Oversee the informational interview database

Term of Office: Two years, with a six-month transition position as Director-elect prior to term start date.

Committees reporting to this position: Education & Professional Development

The Director shall form committees, size at the discretion of the Director, within 60 days of taking office, and supply the names to the Board and Executive Director. It is highly recommended that the committee is made up from members representing each of the five regions and equally representing employers and colleges.

Responsibilities: *See Appendix B.1*

DIRECTOR – COMMUNICATIONS

Position Charge: This directorate has a two-fold responsibility:

- **External Relations:** Identify, develop, maintain and nurture mutually beneficial relations and networks with related associations/organizations; enhance the external visibility of MPACE and our profession; provide impetus for joint programming with other associations/organizations.
- **Internal Communications:** Facilitate communications with and involvement of the members of MPACE by serving as a clearinghouse for information pertaining to the *MPACE website*, new membership events, projects, surveys or any other data pertaining to the needs and activities of the organization; coordinate publication of MPACE newsletter three times annually.

Term of Office: Two years, with a six-month transition position as Director-elect prior to term start date.

Committees reporting to position:

Communications

The Director shall form committees, size at the discretion of the Director, within 60 days of taking office, and shall supply said names to the Executive Director.

Responsibilities: *See Appendix B.1*

DIRECTOR – MEMBERSHIP DEVELOPMENT AND ENGAGEMENT

Position Charge: In collaboration with the Executive Director’s office and MPACE Board, externally marketing the association and its programs and services to prospective and qualified individual or organizational candidates for membership. Coordinating member involvement and human resource efforts; and identifying, monitoring and communicating to the Association leadership and members’ issues, opportunities and threats to membership recruitment and retention efforts.

Term of Office: Two years, with a six-month transition position as Director-elect prior to term start date.

Committee reporting to position: Membership Development and Engagement Committee

The Director shall form a committee, size at the discretion of the Director, within 60 days of taking office, and shall supply said names to the Executive Director.

Responsibilities: *See Appendix B.1*

REGION DIRECTOR – PACIFIC NORTH/CENTRAL/SOUTH; MOUNTAIN EAST/CENTRAL

Position Charge: Region directorates are charged with coordinating and directing (via committees) the development and delivery of ALL programs, services, workshops, seminars etc., in their respective region; conducting regional membership “pulse taking” and survey initiatives; and identifying and providing developmental opportunities for members with an interest in or potential for assuming leadership roles within the Association. Regions directorates are as follows:

- Pacific North - Alaska, Oregon, Washington
- Pacific Central - Northern California
- Pacific South - Southern California, Hawaii, Guam
- Mountain Central- Arizona, Idaho, Nevada, Utah
- Mountain East – Colorado, Montana, New Mexico, Wyoming

Term of Office: Two years.

Committees reporting to position: Regional Programming

The Director shall form committees, size at the discretion of the Director, within 60 days of taking office, and shall supply said names to the Executive Director.

Responsibilities: See Appendix B.1

Appendix A.3

Position Responsibilities – Other Board Members

CONFERENCE CO-CHAIRS

Position Charge: (See conference manual)

Term of Office: Time allotted for planning and implementation of annual conference.

Committees reporting to position: Conference Committee

Appendix
B.1

Standing
Committees

CONFERENCE COMMITTEE

1. President/Vice President-Elect Responsibilities

- a. Ensure that the conference supports the vision, mission and values of the organization and contributes to the professional development of the membership.
- b. Promote the Board's expectations to the conference co-chairs, assist in the coordination of budget requirements, contributions, advertising and other planning issues by representing co-chairs on the Board and on the Financial Advisory Committee.

2. Committee Charge

The Conference Committee shall be co-chaired by one representative from an educational institution and one representative from an employer organization, whenever possible. It shall be responsible for coordinating all the arrangements for the annual conference to be held at a facility recommended and approved by the Board.

3. Duties

- a. Co-chairperson should preferably live in the general area where the conference will be held if possible.

- b. Co-chairpersons (one or both) of the conference may be asked to attend the Board meeting preceding the conference for which they are responsible to report progress to the Board.
- c. Co-chairperson(s) of conference may be asked to report to the Board at the spring meeting following the conference for which they were responsible.
- d. The conference registration committee chairperson shall be instructed to provide complimentary registration forms to the President for distribution to NACE current President and Executive Director of NACE, costs to be absorbed by the conference budget.
- e. Regular MPACE members who serve as leaders or speakers in the conference (or pre- conference) program shall not receive complimentary conference registration or honoraria. Board approval is required for exceptions, for example when participation requires an extra night's lodging.
- f. Each conference committee is expected to establish a refund policy and abide by it.
- g. Representatives of recognized news reporting media may be invited to attend and report conference activities in their publications on an open basis, but official conference reports shall not be made available for news purposes.
- h. Co-chairpersons are to maintain close contact with the President (or Vice President who will be President during the conference).
- i. Decisions regarding exhibits at the annual conference will be made at the discretion of the co-chairs.
- j. Conference co-chairs shall meet with the Financial Advisory Committee at the next Board meeting following their appointment to discuss the financial status of the Association relative to conference income and expenditure expectations. Additional meetings with the Financial Advisory Committee should take place as conference plans proceed.
- k. In conjunction with related associations (i.e. California Cooperative Education Association, Minority Engineering Programs) develop a conference workshop or special interest group session related to career planning or employment issues.

EDUCATION & PROFESSIONAL DEVELOPMENT

1. Director Responsibilities

- a. Identify, monitor and communicate to the members issues and trends affecting the profession.
- b. Research and evaluate the relevance and value of professionally developmental educational opportunities in the career services and college relations fields.
- c. Supervise Professional Development Scholarships for colleges and employers.
- d. . Serve as a liaison and key point of contact between MPACE and CSI MP to ensure MOU is being adhered by.

2. Committee Charge

The Education & Professional Development Committee shall be responsible for identifying and delivering educational programming, and funding to enhance the memberships knowledge base on contemporary issues in the profession. The committee will also be responsible for updating scholarship material and reviewing all scholarship applicants against an established criteria

3. Duties

- The management of all aspects of the Association's scholarship programs including the evaluation of applications and the selection of scholarship recipients.
- b. The development and delivery of educational programming in conjunction with the Regional Directors
- c. The identification and sharing of current trends, issues and best practices affecting the profession in collaboration with the Director of Communication
- d. Oversee the Informational Interview Database
- e. Assist in coordinating and facilitating regional director communication
- f. Collaborate with other ACE's to develop professional development programming for members.

FINANCIAL ADVISORY COMMITTEE

1. Director Responsibilities

- a. Provision of audit, investment decisions and overall financial oversight for the Association.

2. Committee Charge

The Financial Advisory Committee shall be responsible for overseeing the financial and budgetary recommendations made by Board members and delivered from the treasurer to the full Board. The committee is also charged, as more fully described below, to audit financial and investment operations of the Association.

3. Duties

- a. Financial and budgetary oversight
- b. Audit and recommendations for financial decisions

MPACE Financial Advisory Committee

1. The purpose of the Financial Advisory Committee (FAC) will be to assist and advise the Treasurer to:
 - Develop and maintain the annual operating budget and financial records
 - Audit the annual operating budget
 - Audit the financial transaction of the annual conference and all programming activities and events
 - Develop a short and long term investment strategy
 - Review all Board requests for augmentations, expenditures and transactions
 - Provide recommendations to the Board for approval/disapproval on requests for augmentations to the annual operating budget, and
2. The FAC will consist of the following Board Members
 - Vice President/President Elect (FAC Chair)
 - Immediate Past President
 - Treasurer
 - Secretary
 - 2 Directors (appointed by the President)

- Conference Co-Chair (ex-officio/non-voting)
- Executive Director (ex-officio/non-voting)

COMMUNICATIONS COMMITTEE

1. Director Responsibilities

- External Relations: Acts as a conduit to Identify, develop, maintain and nurture mutually beneficial relations and networks with related associations/organizations; enhance the external visibility of MPACE and our profession; provide impetus for joint programming with other associations/organizations.
- Internal Communications: Facilitate communications with and involvement of the members of MPACE by serving as a clearinghouse for information pertaining to new membership events, projects, surveys or any other data pertaining to the needs and activities of the organization; Coordinate the publication of the MPACE newsletter four times annually.

2. Committee Charge

The Communications Committee shall be responsible for improving and facilitating communications with and involvement of the members of MPACE by serving as a clearinghouse for information pertaining to new membership events, projects, surveys or any other data pertaining to the needs and activities of the organization.

The committee membership consists of the Chair and representatives from each of the five regions.

3. Duties

- The committee membership will be responsible for the collection and disbursement of general information within their respective areas.
- The committee works closely with the Public Relations Conference Committee
- The committee works closely with the Chair to collect and disburse general information to membership via social media (Facebook, LinkedIn, Twitter, & YouTube)
- It establishes internal communication systems and devises methods of improving communication in conjunction with selected committee chairs.
- The committee assists the board and all committees as assigned in the communication of MPACE operational policies and guidelines; it collects data through questionnaires and surveys.

Responsibilities:

1. Develop and maintain network with related associations/organizations and maintain contacts for liaison purposes.
2. Maintain information about the kinds of independent as well as joint organizational activities with which these organizations are currently involved.
3. Facilitate the exchange of mailing lists for programming and publicity purposes.
4. Provide impetus for joint programming with other associations/organizations.
5. Work closely with other MPACE Board members to increase publicity of MPACE events and involvement activities throughout the western region.
6. Coordinate professional development opportunities for members including the selection of

- recipients for two professional development scholarships annually.
7. Attend Board meetings and serve as chairperson of organization committees as needed.

MEMBERSHIP DEVELOPMENT AND ENGAGEMENT COMMITTEE

1. Director Responsibilities – Membership Development and Engagement Component
 - a. Work closely with Executive Director and Membership Committee to develop recruitment campaigns to increase membership and conduct market research.
 - b. Provide board with semiannual membership statistics.
 - c. Plan Newcomers’ reception for each conference.
 - d. Responsible for the external marketing of the Association and its services to prospective, qualified candidates.

2. Committee Charge – Membership Development and Engagement
 - a. Maintain and increase the membership base.
 - b. Conduct activities to identify and attract new and diverse members.
 - c. Establish regional membership “co-chairs” for regions 1 through 5 to conduct “outreach activities”. Serve as liaison with Regional Directors.
 - d. Contact non-renewing members.
 - e. Conduct welcome calls with new members.
 - f. Follow up on all inquiries regarding membership for designated regions.
 - g. Identify marketing opportunities for conference location to recruit close-by new members.
 - h. Develop and maintain database on members interested in getting involved with various association committees. Channel interested members to appropriate Directors and committee co-chairs for follow-up.

3. Duties – Membership Development and Engagement
 - a. Participate in scheduled committee meetings.
 - b. Be responsible for the disbursement of membership application forms to colleges and employers. Determine appropriate membership category for each application after full investigation of qualifications for membership. Submit recommendation to approve or deny membership to the Board for final action, noting whether organization is eligible for regular or affiliate status.
 - e. Plan and host a Newcomers’ Reception and post-conference wrap-up at annual conference.
 - f. Plan and host MPACE at NACE event.

NOMINATING COMMITTEE

1. Committee Composition and Charge
 - a. The Immediate past President, with the approval of the Board, shall appoint a Nominating Committee of four (4) by September 1st.
 - b. The Immediate Past President will chair the committee.

- c. An attempt will be made to ensure geographic representation of the Association and by employer organization and educational institution are represented by the committee members.
- d. All members shall be appointed for a single term, without eligibility for reappointment for a second consecutive term.
- e. No current Director, Officer or NACE representative shall be eligible to serve.
- f. The committee shall submit, in writing, to all voting members of the Board, by the Fall Board Meeting, a nominating ballot containing a minimum of two candidates for each office to be filled, except for the office of President and one for each director position to be filled.

2. Duties – Nominations

- a. The Nominating Committee shall make nominations with due consideration to the Bylaws requirements, availability of the nominee's time to devote to the elected assignment, and affirmative action considerations. In order to arrive at an equitable representation of officers and directors, demographic data supplied by the Membership Chair should be used as a guideline to determine representative in each category; e.g. geographic representation, college (public/private, large/small) and employer representation.
- b. The Chair of the Nominating Committee shall call for nominations through a mailing to the voting membership by September 1st. Nominations from the membership shall be returned by October. The Nominating Committee will then draft a slate prior to the Fall Board Meeting and present that slate to the voting members of the Board for approval. Member voting occurs in November and it is open for 30 Days. The election slate ballot will contain one (1) candidate for each office to be filled. No nominees shall be proposed without their consent and acknowledgement of their availability to serve. The nominees are to be introduced to the membership at the beginning of the Annual Conference. Winners will be announced at the end of the calendar year.

3. Duties – Elections

- a. The election of officers and/or Directors shall be held each year as required.
- b. The election ballot shall be sent to the entire voting membership by November 1st and must be returned to the Nominating Committee 30 days later.
- c. The ballot will also provide a provision for write-in candidates.
- d. The ballot shall include uniform biographic sketches of each nominee without photographs.
- e. If a MPACE member, particularly a Board member, wishes to champion the candidacy of a candidate for office, under no circumstances will s/he communicate to the membership using MPACE stationery or using his/her official title in communications of support.
- f. Each voting-eligible member representative is entitled to one vote in any election.
- g. SMA collects the results from the online voting system.
- h. The Chairperson of the Nominating Committee shall notify the Board and all nominees as soon as the results are finalized. The nominees are to be notified by telephone.
- i. Nominees are to be notified of the election results as soon as possible.
- j. The election results will be announced in the MPACE newsletter. Announcements are not to include the vote count.

**REGIONAL PROGRAMMING COMMITTEE – PACIFIC NORTH, SOUTH, AND
CENTRAL, MOUNTAIN CENTRAL AND EAST**

1. Regional Director Responsibilities

Regional directors are charged with coordinating and directing (via committees) the development and delivery of all programs, services, workshops, roundtables, etc., in their respective region; recruiting, leading, and managing a regional programming committee (see committee responsibilities below); conducting regional membership “pulse taking” and survey initiatives; and providing professional developmental opportunities for members with an interest in or potential for assuming leadership roles within the Association. RD's should teleconference with fellow RD's on a quarterly basis, inviting other board members as needed. Generate quarterly RD report for Board Meetings.

2. Regional Committee Charge

The Regional Programming Committee, led by the Regional Director, shall be responsible for the development and delivery of ALL programs, services, workshops, roundtables, etc. to meet the professional development needs of MPACE members in their respective region. Develop marketing pieces to encourage members to attend and/or host events. Publicize events to membership. Participate in regular check-ins with RD and committee members.

3. Duties

- a. Identify, coordinate, and provide training, development, and networking opportunities for regional members and prospective members
- b. Create and distribute marketing pieces promoting events to regional members and prospective members
- c. Identify organizations to host/sponsor events
- d. Survey membership to determine potential engagement ideas
- e. Provide a summary of engagements (ie. attendance, revenue) to the Board
- f. Promote MPACE membership among college and employer communities
- g. Schedule 3-4 regional events annually being mindful of conflicts with other professional association events (i.e. NACE conference)
- h. Coordinate three free webinars among all regions in conjunction with other Regional Directors on the board.
- i. Build relationships with current and prospective members through programming

Appendix B.2

Ad Hoc Committees

Ad Hoc Committees may be formed to complete a specific, defined task for the association. They can be appointed by the President or by the board for a time frame necessary to complete the task. If board attendance is required, committee members are non-voting.

Appendix B.1

Committee Income/Expense Reporting

Committee chairs will submit planning worksheets to the treasurer prior to and following events. Worksheets can be found on the MPACE website.

Appendix C

MPACE Points System for Awards & Recognition (Points per Term of Office)

MPACE Board

President	500
Vice President/President Elect	400
Secretary	300
Treasurer	400
Past President	300
Director	300

MPACE Committees and Task Forces

Chair of Standing Committee	200
Chair of Regional Sub-committee of Standing Committee, Ad-Hoc Committee, or Task Force	200
Member of any Committee	100

MPACE Annual Conference

Co-Chair for Annual Conference	400
Chair of Conference Standing Committee	200
Member of Conference Standing Committee	100
Main Speaker (Keynote –Not compensated)	100
Speaker/Presenter	75
Panel Member	50

MPACE Association Contributions

Professional Development Event Presenter/Speaker	50
Professional Development Event Moderator/Panelist	25
Site/Host Coordinator for Professional Development Event	25

NACE Offices

President	300
President Elect	200
Vice president Employer/College/At Large	200
Past President	100
Chair of Committee or Task Force	200
Member of Committee or Task Force	100
Leadership Institute Attendee	50

NACE National Meeting

Conference Co-Chair	200
Chair of Standing Committee	75
Member of Committee	25
Main (keynote) Speaker	75
Moderator/Presenter/Speaker	50
Panel Member	25