

## Duties of MRA Elected Positions

Following is a description of duties and responsibilities for the positions noted on the [Official MRA Nomination Petition](#)

### Per Board Policy – Qualification:

*Any member in good standing of the Michigan Reading Association is eligible for election as an officer of the Association.*

### **VICE PRESIDENT (MRA Bylaws – Article V)**

### **RESPONSIBILITIES**

The Vice President shall:

- Review Michigan Reading Association bylaws, policies, motions, budget reports, and meeting minutes in conjunction with executive committee duties.
- Attend all Michigan Reading Association Board meetings and Executive Committee meetings.
- Chair or serve on any committee as requested by the President.
- Prepare reports as requested by the Michigan Reading Association.
- Assist President with any delegated duties.
- Attend all meetings of the Board of Directors, Executive Committee, the Annual Meeting, Board Orientation/Leadership Retreat, and meetings of the Michigan Reading Association as a voting board member.
- Assume and perform the duties of the office of the President-Elect for the remainder of that term in office in the event that the President-Elect resigns, becomes President, or the office is otherwise vacated.
- Complete and submit the ILA Award of Excellence.
- Represent the Michigan Reading Association at the request of the President.
- Prepare and submit a budget for the position of Vice President to the chair of the Finance Committee by the date requested.
- Submit forms for reimbursement and payments on the Reimbursement Request Forms following the procedures outline in Item 14 under the Treasurer's Responsibilities in Section 1.6 of this document.
- Serve as a member of the Executive Committee, Finance Committee, and OPC Committee, and Annual Conference Planning Committee.
- Attend Michigan Reading Association Conferences and assist as needed.
- As a member of the Executive Committee and OPC, advise the President in giving direction to the Executive Director.

Represent the Michigan Reading Association at an annual conference or academy that will further the mission of MRA and be reimbursed for those expenses as determined by the Association's budget. Registration, transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached on the Reimbursement Request Form, provided there is not reimbursement from any other source.

**SECRETARY**  
**(MRA Bylaws – Article V)**

**RESPONSIBILITIES**

The Secretary shall:

- Attend all meetings of the Board of Directors, Executive Committee, the Annual Meeting, MRA Board Orientation/Leadership Retreat, and meetings of the Association as a voting board member.
- Execute the duties essential to the recording of the minutes of all general meetings of the Board of Directors, Executive Committee, and the Annual Meeting. The minutes shall include:
  - a. Name of the meeting
  - b. Date and place of the meeting
  - c. Names of the presiding officer and Board members in attendance
  - d. Indicate whether the minutes of the previous meeting were read and approved
  - e. Record all main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions, that were not lost or withdrawn. The names of the members who introduced and seconded the main motion are recorded.
  - f. Times the business meeting convened and adjourned
- Execute the duties essential to the maintenance of legal documents, records, and correspondence of the Michigan Reading Association with the Executive Director.
- Maintain a roster of the Board of Directors and members attending the Annual Meeting in order to conduct roll-call votes.
- Record all motions and changes to bylaws or policy manual.
- Chair or serve on any committees requested by the President.
- Review Michigan Reading Association budget, bylaws, policy manual, and strategic plan in conjunction with Executive Committee duties.
- Maintain a record of attendance at all meetings (Executive, Board of Directors, Annual, and special meetings).
- Disseminate via email, **within 30 days of the conclusion of the Board of Directors meeting**, copies of minutes to each elected officers, Regional Representatives, Members-at-Large, Standing Committee chairs, Ad Hoc Committee chairs and Board appointments in order to provide an opportunity for board to review and approve minutes from previous meetings.
- Submit all records to Michigan Reading Association office files.
- Prepare and submit a budget for the position of Secretary to the chair of the Finance Committee by the date requested.
- Submit forms for reimbursements and payments on the Reimbursement Request Forms following the procedure outlined in Item 14 under the Treasurer's Responsibilities in Section 1.6 of this document.
- Serve as a member of the Executive Committee to advise the President.
- Once during the three year term, represent the Michigan Reading Association at an annual conference or academy that will further the mission of MRA and be reimbursed for those expenses as determined by the Association's budget. Registration,

transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached on the Reimbursement Request Form, provided there is not reimbursement from any other source. Reimbursement cannot exceed budgeted funds for fiscal year.

- Archive important correspondence with office and President.
- Attend Michigan Reading Association Conferences and assist as needed.
- May only serve as secretary for two consecutive three-year terms. Eligibility to hold office can occur after a lapse in office of one term.

## **REGIONAL REPRESENTATIVES AND MEMBERS-AT-LARGE (MRA Bylaws – Article VI)**

### **RESPONSIBILITIES**

Each Regional Representative and the two Members-at-Large shall:

1. Serve as voting members of the Board of Directors and attend all meetings of the Board of Directors, Region Rep Meetings, the Annual Meeting, MRA Leadership Training, and meetings of the Michigan Reading Association.
2. Hold membership in Michigan Reading Association, and each Local Council or Special Interest Council in represented area.
3. Attend yearly, at least one meeting of each Local and/or Special Interest Council within area of responsibility and share in board report. Obtain calendars, brochures, and newsletters of yearly events.
4. Share contact information. Communicate at least once a month with the President of each council represented, and offer assistance when needed. Assistance may relate to membership, activities, projects, programs fundraising, and problem solving, honor council, council grants, and leadership.
5. Review MRA Leadership binder and encourage local council leaders to understand and use the information.
6. Participate in the MRA annual conference by joining the planning committee, working at the MRA booth or registration, or introducing a speaker.
7. Promote the development of new councils and membership in the region.
8. Prepare and submit a budget for the position represented to the chair of the Finance Committee by the date requested.
9. Submit forms for reimbursements and payments on the Reimbursement Request Forms following the procedures outlined in Item 14 under the Treasurer's Responsibilities in section 1.6 of this document.
10. Act as liaison from the Board of Directors to all the councils represented and regional members. Distribute MRA membership forms, conference promotions, and publications.
11. Submit written reports describing council activities for each Board of Directors meeting (per schedule and guidelines of the MRA secretary).
12. Read and respond to written materials by deadlines.
13. Carry out duties assigned by the President including, but not limited to, submitting articles promoting regional activities to *News & Views*.
14. Reside **OR** be employed within the region where elected with that address serving as the official membership mailing address.

15. May only serve for two consecutive three year terms in the same position. Eligibility to hold office can occur after a lapse in office of one term.