

## 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 4 Year Term** (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 3 Year Term** (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
  - a. Date and place of the meeting
  - b. Names of the presiding officer and Board members in attendance
  - c. Indicate whether the minutes of the previous meeting were read and approved
  - d. 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.
  - e. 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.

**TREASURER 3 Year Term**  
**(MRA Bylaws – Article V)**

**RESPONSIBILITIES**

The Treasurer shall:

- 1) Attend meetings of the Board of Directors, Executive Committee, the Annual Meeting, MRA Board Orientation/Leadership Retreat, and meetings of the Michigan Reading Association as a voting board member.
- 2) Manage all financial aspects of Michigan Reading Association, including custody of the funds of the Michigan Reading Association which shall be deposited in the name of the Michigan Reading Association at such banking institution as authorized by the Board of Directors.
- 3) Keep accurate records for the Michigan Reading Association and work with the bookkeeper and Executive Director.

- 4) Inform the Board of Directors of banking transactions and investment of funds.
- 5) Arrange bonding for the organization, office personnel, and board members receiving or disbursing monies; file with official documents in the MRA office.
- 6) With the President, approve disbursement of funds \$5,000 or greater in accordance with the approved budget.
- 7) Co-sign, with the President, all non-electronic checks and drafts on behalf of the Michigan Reading Association for the disbursement of funds in accordance with the approved budget.
- 8) Reconcile, or appoint a third-party other than the Association Bookkeeper to reconcile, bank accounts held by the Association.
- 9) Receive a copy of, and review, all credit card statements held by the Association.
- 10) Supervise the collection of dues and other monies due the Michigan Reading Association.
- 11) Provide incoming officers and chairs with copies of appropriate budgets and actual expenditures from the previous year.
- 12) Understand financial accounting for nonprofit organizations.
- 13) Serve as the Chair of the Finance Committee.
- 14) Request budget projections from
  - a. All elected MRA officers
  - b. Leadership Committee Chair
  - c. MRA Membership Chair
  - d. Standing Committee chairs
  - e. Ad Hoc Committee chairs
  - f. Those appointed to the MRA Board
  - g. Publication Editors
  - h. Executive Director and Staff
- 15) Prepare and submit the annual budget to the Board of Directors for approval at the final Board of Directors meeting of the current fiscal year.
- 16) Work with the President and Executive Director to ensure that appropriate financial reports are made available to the board in a timely manner.
- 17) Regularly report to the board on key financial events, trends, concerns, and assessment of fiscal health.
- 18) Review the annual financial review and answer board member questions.
- 19) Request formal audit of records annually. Present the records for an external audit every three years.
- 20) Attend Michigan Reading Association Conferences and assist as needed.
- 21) Review Michigan Reading Association budget, bylaws, policy manual, and strategic plan in conjunction with Executive Committee duties.
- 22) Collaborate with Michigan Reading Association Leaders to develop a balanced budget.
- 23) Update bank records annually with current officers, signature cards, and accurate EIN.
- 24) Be one of two authorized officers to sign checks and be granted access to bank and credit accounts.
- 25) Have full knowledge of Michigan Reading Association's holdings and assets.
- 26) Deposit and disburse funds in a timely manner.
- 27) Maintain accurate record of income and expenditures.
- 28) Ensure that all payments are properly documented and approved by the President or designee.
- 29) Provide a Comprehensive Budget Report at each Executive Committee and Board meeting.
- 30) Follow these procedures for payment request:

Those persons who have submitted budgets (see Item 11 above) will submit Reimbursement Request Forms to the MRA Treasurer.

  - a. The treasurer will sign and submit to Executive Director for processing.
  - b. Receipts and/or invoices must accompany each request.
  - c. Each check issued must have a separate request.
- 31) Serve as a member of the Executive Committee to advise the President.
- 32) Advise the President in giving direction to the Executive Director.
- 33) Authorize preparation of financial reports and make available at each meeting of the

MRA Board of Directors.

- 34) Periodically provide a report of the financial status of each committee.
- 35) Authorize the Executive Director to file required financial statements and/or reports with the Board of Directors and other agencies as requested.
- 36) 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.
- 37) Present the treasury records for annual tax preparation by a Certified Public Accountant.
- 38) May only serve as Treasurer for two consecutive three-year terms. Eligibility to hold office again can occur after a lapse in office of one term.

### **REGIONAL REPRESENTATIVES AND MEMBERS-AT-LARGE 3 Year Terms (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.