



President Roles and Responsibilities

The President shall be the executive director of the organization and shall preside at meetings of the organization, the Board of Directors and the Executive Committee.

Qualifications:

- Willingness to commit to the three-year term of president-elect, president and past-president
- Prior MinnSPRA Board experience preferred
- Interest in MinnSPRA's continued development as a chapter and of MinnSPRA members as professionals

Responsibilities and Expectations:

- The president is responsible for scheduling meetings of the Board, preparing and distributing agendas, and leading meetings.
- The president shall oversee development of an annual budget to be approved by the Board of Directors at the October meeting.
- The president shall approve non-budgeted disbursements up to \$100.
- The president is responsible for working with the Board to set goals and directions for the organization.
- The president is responsible for convening MinnSPRA's Annual Meeting in compliance with the By-Laws.
- The president is responsible for appointing members to carry out regular activities/projects of the organization, including but not limited to: conferences and other professional development opportunities, and awards programs.
- The president or designee is responsible for hosting and presenting various chapter awards, (typically awarded at or during the annual conference).
- The president is responsible for regular communication with members of the organization through a periodic newsletter or other communications vehicles, as appropriate.
- The president is responsible for representing MinnSPRA at the NSPRA Annual Seminar during his/her term.
- The president serves as the communications link between MinnSPRA and NSPRA and handles a variety of official correspondences with NSPRA throughout the year.
- The president or designee serves as a communication link with other education related organizations in Minnesota.
- The president recruits members to speak/present to other organizations as needed. (This has traditionally included recruiting speakers for presentations at Minnesota School Boards Association conference and the Minnesota Association of School Administrators conferences and workshops; others by request.)



Past-President Roles and Responsibilities

The past-president shall be the person immediately preceding the president in office and shall serve until the end of the term of office of his/her successor as president.

Qualifications:

- Willingness to commit to the three-year term of president-elect, president, and past-president
- Interest in MinnSPRA's continued development as a chapter and of MinnSPRA members as professionals

Responsibilities and Expectations:

- Attend all Board meetings. If unable to attend, alert the president.
- The past-president shall perform such duties as assigned by the president.
- The past-president is expected to lead Board meetings if the president is unable to attend.
- The past-president serves as the chair of the nominating committee for Board elections:
 - Identifies candidates for open Board positions;
 - Submits the slate of candidates to the MinnSPRA Board at the February Board meeting; and
 - Prepares materials and conducts the election (the election is conducted by mail or electronic ballot and needs to be conducted in accordance with Chapter bylaws).
 - The past-president is expected to pass on the election materials to the president for the next year.
- The past-president is responsible for oversight of the MinnSPRA Mentor Experience, including promotion and recruitment for program participation.
- Is responsible for the coordination of the Fall Conference and Conference reports to the Board beginning in August.



President-Elect Roles and Responsibilities

The president-elect shall perform all duties of the president in the event of the inability of the president to act. The president-elect shall succeed the president when the president's term is completed. If the president-elect becomes president because of the president's incapacity or resignation, he/she will complete the remainder of the current term before beginning his/her own term. If the president-elect is not able to assume the duties of the president at the time of the president's incapacity or resignation, the executive committee shall develop the board shall approve a process for an interim President to be appointed to fulfill the remainder of the president's term.

Qualifications:

- Willingness to commit to the three-year term of president-elect, president, and past-president
- Prior MinnSPRA Board experience preferred
- Interest in MinnSPRA's continued development as a chapter and of MinnSPRA members as professionals

Responsibilities and Expectations:

- Attend all Board meetings. If unable to attend, alert the president.
- Be an understudy for the job of president
- Perform duties as assigned by the president.
- Serve on audit committee.
- Assist membership chair with long-range membership issues (surveys, etc)
- Be an active member of the Board
- Recognize the outgoing president at the annual conference by making some remarks and providing a gift during the awards banquet portion.
- The president-elect is responsible for the Spring Conference.



Secretary Roles and Responsibilities

The secretary shall keep minutes of all meetings and shall distribute such minutes to each member of the Board of Directors. The secretary position shall be a two-year term.

Qualifications:

- Attention to detail
- Interest in developing the MinnSPRA Chapter and professional development of its members

Responsibilities and Expectations:

- Attend all Board meetings. If unable to attend, alert the president and arrange for a replacement note taker.
- Take notes at all Board meetings.
- Assist in handling organization correspondence.
- Utilize the standard MinnSPRA template for recording the minutes, reflecting the major points of discussion, actions taken and information needed for historical record.
- Distribute a draft of the minutes to all Board members within one week of the meeting.
- Keep copies of Board meeting handouts for distribution to members who miss a meeting.
- Keep the MinnSPRA Board Handbook, which includes job descriptions, committee responsibilities, event/program descriptions, By-Laws and annual operating calendar up to date.
- In partnership with the president, provide an annual orientation for new Board members in June. Orientation shall include a review of the MinnSPRA By-Laws, job descriptions and annual operating calendar.
- Provide new Board members with a copy of the MinnSPRA Board Handbook.
- Maintain an electronic archive of monthly Board minutes, annual audit report and conference reports (including marketing materials) on the MinnSPRA Web site.



Treasurer Roles and Responsibilities

The treasurer shall keep records of funds, provide a financial statement at each meeting of the Board of Directors and annually to the membership, and disburse organization funds in accordance with the annual budget according to the bylaws. The treasurer's books shall be audited and a report made to the president and the Board of Directors by the audit committee no later than the November board meeting. This shall be a two-year term, staggered with the membership coordinator position.

Qualifications:

- Knowledge of or willingness to learn basic accounting principles, including accounts payable/receivable, invoicing, records management, account reconciliation, etc.
- Knowledge of or willingness to learn Quicken software
- Interest in developing the MinnSPRA Chapter and professional development of its members

Responsibilities and Expectations:

- Attend all Board meetings. If unable to attend, alert the president.
- Create annual budget with Board of Directors
- Provide monthly financial reports to Board of Directors including but not limited to:
 - Cash Flow Report
 - Account Balances
 - Budget Summary Report (actual vs. budget)
 - Monthly Check Register
 - Revenue and Expense Reports by Category (conference, award, etc.)
- Provide financial planning assistance to Board of Directors and committees (conference committees, communications contest committee, etc.)
- Manage financial records of organization including checking, e-commerce transactions, savings and investment accounts
- Process bank deposits
- Pay bills
- State and Federal reporting (as needed)
- Complete the annual chapter Cash Flow Report and submit to NSPRA by October 30.
- Complete year-end financial reports for MinnSPRA annual audit
- Chair annual audit committee and provide quarterly financial reports to audit committee members
- File annual non-profit status renewal with the State Department

Additional Notes:

- MinnSPRA has a blanket crime policy. Our policy requires separation of revenue acceptance and bank deposits. For example, membership dues and forms should be sent to the membership chair to process the membership forms and then forwards the checks to the treasurer for deposit. Two individuals separately track the income with the plan that no one person may "skim" funds and alter the records to cover the embezzlement.
- Annual audits are performed by the organization, not an outside auditor.
- Computer records date back to 1995, paper records date back to mid-1980s.



Membership Coordinator Roles and Responsibilities

The membership coordinator shall manage all matters relating to membership, including member database, member brochure development, member solicitations and directory production. The membership coordinator shall be a two-year term, staggered with the treasurer position.

Qualifications:

- Interest in developing the MinnSPRA Chapter and professional development of its members
- Willingness to serve a two-year term

Responsibilities and Expectations:

- Attend all Board meetings. If unable to attend, alert the president.
- Work with the MinnSPRA Member Services Coordinator/Association Management in coordinating membership renewal (mailings, follow-up with non-renewals).
- Coordinate the annual new member recruitment plan.
- Develop any MinnSPRA marketing materials.
- Create annual membership directory (formatting, printing and distribution).
- Provide monthly membership reports to Board of Directors.
- Maintain membership information on web site.
- Other duties as assigned.



Director-at-Large Roles and Responsibilities

The governing body of MinnSPRA shall be the Board of Directors. The MinnSPRA Board will include six director-at-large positions, each serving two-year terms.

Qualifications:

- Interest in developing the MinnSPRA Chapter and professional development of its members
- Willingness to serve a two-year term

Responsibilities and Expectations:

- Attend all Board meetings. If unable to attend, alert the president.
- Volunteer to help with tasks as able.
- Lead or chair at least one standing committee of the MinnSPRA Board.
- Contribute actively to the Board discussions.
- Read background materials as provided.
- Review minutes for accuracy and report any corrections to the secretary.
- Be an advocate for MinnSPRA and the school public relations function.
- Annually review the MinnSPRA Board Handbook.