

# 2010-2011 MCEMSA Board Position Descriptions

## **Grade Level Representatives** (High School, Middle School, Elementary School)

- Communicate and encourage participation in MCEMSA's professional development and networking events
- Act as a liaison between MCEMSA's board and grade level membership
- Facilitate communication among grade level peers through a variety of informal activities in person and/or online
- Attend at least one Board meeting per year

## **Membership Chair/Co-Chairs**

- Recruit new members and sends out reminder notices to current members
- Collect membership forms and checks; forward checks to Treasurer
- Maintain a database of members and retirees
- Disseminate mailing lists sorted by grade level (ES, MS, HS) to Board Members
- Prepare a membership report for the Board
- Forward bills and reimbursements to Treasurer
- Attend at least one Board meeting per year

## **Web Master**

- Maintain, update, and edit MCEMSA's Web pages
- Ensure currency of information on Web pages
- Monitor and acts as contact with Web hosting site
- Forward Web hosting site bills to Treasurer
- Attend at least one Board meeting per year

## **Winter Tea Chair/Co-Chairs**

- Determine budget with Treasurer
- Secure venue and set date
- Plan menu and coordinate food purchases
- Coordinate design and delivery of invitations
- Coordinate planning, purchasing, and implementation of decorations
- Coordinate purchasing of door prizes or gifts
- Forward bills and reimbursements to Treasurer
- Attend at least one Board meeting per year

## **Spring Banquet Chair/Co-Chairs**

- Determine budget and set price with Treasurer
- Secure venue and set date
- Plan menu
- Coordinate design and delivery of save-the-dates and formal invitations
- Coordinate planning, purchasing, and implementation of decorations
- Coordinate purchasing of raffle tickets and door prizes
- Forward bills and reimbursements to Treasurer
- Attend at least one Board meeting per year

## **Hospitality Chair/Co-Chairs**

- Coordinate refreshments for the back-to-school/membership recruitment event
- Coordinate purchasing of gifts for new media specialists at back-to-school event
- Coordinate purchasing of gifts and cards for retirees for the Spring Banquet
- Coordinate refreshments with program chairs of professional development and networking events
- Attend at least one Board meeting per year

## **Awards Chair/Co-Chair**

- Publicize Walker Award through nominations and selection process
- Coordinate Awards committee
- Purchase Walker Award plaque
- Attend at least one Board meeting per year