

Elected Officers Position Descriptions

President (1 year term, 3 year commitment)

- Advocates on behalf of the organization, in collaboration with the Officers and Governing Board, on issues and policies related to the association's mission and the school library media profession
- Presides at general meetings of the association and at Governing Board meetings unless responsibility has been delegated to another member
- Disseminates information and decisions made by MCEMSA to members and other concerned parties

President-Elect (1 year term, 3 year commitment)

- Succeeds to the presidency upon completion of the president's term
- Chairs the Nominating Committee
- Coordinates professional development and networking event programming

Past President (1 year term, 3 year commitment)

- Accepts delegated duties to assist the president

Secretary (2 year term)

- Takes notes at all meetings (both Executive Board and regular), including action minutes and decision items
- E-mails the minutes to the Executive Board in a timely fashion

Treasurer (2 year term)

- Prepares a working budget
- Deposits funds and pays bills
- Prepares a monthly treasurer's report
- Balances the checkbook and resolves any financial issues

MCEMSA