

MCCBOA Officer Duties

Past President

Chair Nominating Committee
President Gift

President

Chair workshops
Chair planning committee meetings, if applicable
Coordinate Annual Fall Board meeting
Liaison with MCCA
Attend Professional Associations Leadership Alliance (PALA) meetings, which are usually via Zoom/Teams
Contact for Lansing representatives
Remain main contact for site locations for president's tenure – with assistance from rest of board

Vice President

Begin arrangements with locations for next year upcoming meetings:

- Hotel rooms
- Meeting rooms
- Food
- Attitude Adjustment
- Maps
- Activities in area
- Guaranteed counts

Share arrangements with Risk Management group contact
Coordinate summer speaker/entertainment

Treasurer

Prepare Treasurer's Report – bring copies to each meeting
Maintain checkbook and bank statements
Prepare workshop recaps for board review after each workshop
Invoicing and collecting membership dues
Collect registrations and communicate counts to board
Invoice sponsors
Prepare annual filings: Form 990, Form 1099 (if applicable), MI Annual report (Sept)
Maintain google password for email and shared documents, if needed

Secretary

Prepare meeting minutes
Prepare workshop brochures / agendas
Prepare blank surveys for workshops
Collect completed surveys and forward to listserv for update
Prepare daily attendance sheets for workshops
Forward completed daily attendance sheets to listserv for update
Prepare daily workshop evaluation surveys and recap for board review - post meeting (google document)
Update and send out meeting registration forms
Maintain name badges and update as necessary (based on workshop attendance)
Bring printed copies of minutes to each meeting