



BOARD AND COMMITTEE RESPONSIBILITIES POLICY

As defined by the Bylaws, duties of all board members (elected or appointed) are to:

- Attend and actively participate, via in person or phone conference, all board meetings, including the annual meeting.
- Actively participate in any board action required outside of an active meeting, through email correspondence.
- Provide advance notice to the President, via email or phone; when unable to attend board meetings/annual meeting.
- Support the mission of the Association.
- Support and uphold all policies of the Association.
- Support and uphold all decisions made by the board.
- Submit a board of directors application annually for consideration to continue service on the board.

Duties Specific to Board Positions

President

- General supervision, direction and control of the business affairs of the Association.
- Chair the Executive Committee, comprised of the President-Elect, Vice-President, and Immediate Past President.
- Lead the annual Board Strategic Planning retreat to review and update the goals/objectives of the Association; work closely with the Association Manager to achieve set goals.
- Preside at the Annual Meeting and all Board of Directors meetings.
- Always vote last on any motion made at a meeting of the Board of Directors.
- Appoint the areas of responsibilities (communications, education, legislation and membership), annually, to four elected directors.
- Serve as ex-officio member of all Association Committees with the exception of the Nominating and PRIME Award Committees.
- Attend the annual meetings of APT US&C, and other Associations as requested.

President-Elect

- Perform all duties of the President in the absence or disability of the President.
- Chair the Annual Fall Conference.
 - Contact prior years planning committee members to secure continued participation.
 - Define goals/objectives to support mission and budget with the support of the Association Manager.
 - Prepare semi-monthly Committee reports for inclusion in all board meeting packets, including an overall review of the year's activities for the Annual Meeting.
 - Work with the Association Manager to:
 - Achieve goals/objectives.
 - Schedule and facilitate Planning Committee Meetings, as needed.
 - Oversee all aspects of Conference implementation.
 - Update Committee roster and keep track of active participation by Committee members.
 - Send thank you to all active members immediately following the Conference.



Vice-President

- Perform all of duties of the President-Elect in the absence or disability of the President-Elect.
- Assist the President-Elect with the Annual Conference as directed by the President-Elect.
- Chair the Professional Development Committee.
 - Contact prior years planning committee members to secure continued participation.
 - With the support of the Association Manager, define goals/objectives to support mission and budget; work to achieve goals.
 - Prepare semi-monthly Committee reports for inclusion in all board meeting packets, including an overall review of the year's activities for the Annual Meeting.
 - Advanced Institute
 - Work with the Association Manager to plan and implement all aspects of Advanced Institute, including the Past President's Reception.
 - Schedule and facilitate planning committee meetings, as needed.
 - MiCPT Program
 - Work with the Association Manager to send annual reminders of application process to MiCPT-eligible members (new certifications and re-certifications), typically done in March and at the end of Basic Institute to third-year graduates.
 - Review MiCPT applications, typically in June.
 - Coordinate with Association Manager to
 - Ensure awards are ready for presentation at the Annual Fall Conference.
 - Send pictures and press releases immediately following the Annual Fall Conference to recipients for distribution to councils/boards and local newspapers.
 - Update Committee Roster and keep track of active participation by Committee members.
 - Send thank you to all active members upon completion of annual responsibilities.
- Support and promote collaborative efforts with APT US&C in support of state and national certifications.

Treasurer

- Safekeeping of Association funds.
- With the support of the Association Manager, responsible for:
 - Collection and deposits of all monies (e.g., dues, training registration fees, merchandise sales, etc.).
 - Disbursement of funds upon the approval of the President or activity Chairperson.
 - Budget preparations.
 - Preparing monthly financial statements and reports.
 - Annual review of financial records.
 - Annual filings of all necessary state and federal documents.
- Presenting monthly financial statements and reports at monthly board meeting.
- Presenting annual budget and financials for approval by the membership at the Annual Fall Conference.

Secretary

- Record and maintain official records of the minutes of all board meetings and the Annual Meeting.
- Record and maintain any board action taken outside of an active meeting and file such outcomes at



the next scheduled board meeting.

- With the support of the Association Manager:
 - Provide notice of all special meetings to the membership as required by the Bylaws.
 - Maintain the insurance records.
 - Update all records and official papers of the Association.

Immediate Past President

- Chair the Nominating Committee.
 - Work with the Association Manager to:
 - Establish a deadline for when nominations are due based on dates of Annual Fall Conference.
 - Send notice of “Call for Nominations” to all active municipal members.
 - Keep track of active participation by Committee members.
 - Send thank you to all active members immediately following the Conference.
 - Follow the “Board of Directors Election Policy & Procedure” each year in preparation for the annual meeting and election.
- Maintain MMTA Resource Manual.
- Maintain Policy Review schedule and review policies with the assistance of a subcommittee that includes the President Elect and one additional board member. The appropriate board member should also be included for discussion on a policy that falls within their area of responsibility, e.g. the Treasurer for an Investment Policy.

Director of Communications

- Chair the Communications Committee
 - Contact prior years planning committee members to secure continued participation.
 - Define goals/objectives to support mission and budget with the support of the Association Manager.
 - Prepare semi-monthly Committee reports for inclusion in all board meeting packets, including an overall review of the year’s activities for the Annual Meeting.
 - Work with the Association Manager to:
 - Achieve goals/objectives.
 - Publish and distribute Association news through website, email, ListServ, and Facebook.
 - Identify new methods of communicating with members and prospective members, develop implementation plan.
 - Keep track of active participation by Committee members.
 - Send thank you to all active members annually at the end of appointment as Chair.
- Share conference photographs with membership via the website or other means.
- Oversee and administer the Mentorship Program.

Director of Education

- Oversee Scholarship Program by:
 - Receiving and reviewing all scholarship applications.
 - Make recommendations of approval/denial to the Board.
 - Maintain the history of all awarded scholarships to support policy guidelines.
- Chair the Basic Institute Planning Committee.



- Contact prior years planning committee members to secure continued participation.
- Define goals/objectives to support mission and budget with the support of the Association Manager.
- Prepare semi-monthly Committee reports for inclusion in all board meeting packets, including an overall review of the year's activities for the Annual Meeting.
- Contact prior years planning committee members to secure continued participation.
- Work with the Association Manager to:
 - Achieve goals/objectives.
 - Schedule and facilitate Planning Committee Meetings, as needed.
 - Oversee all aspects of Institute implementation.
 - Update the Committee Roster and keep track of active participation by Committee members.
- Send thank you to all active members immediately following Institute.
- Provide guidance to the Association Manager for online training programs such as the Treasurer-to-Treasurer and the Treasurer Toolkit.
- Support and promote collaborative efforts with APT US&C in support of state and national certifications.

Director of Legislation

- Chair the Legislative Committee.
 - Contact prior years planning committee members to secure continued participation.
 - Define goals/objectives to support mission and budget with the support of the Association Manager.
 - Prepare semi-monthly Committee reports for inclusion in all board meeting packets, including an overall review of the year's activities for the Annual Meeting.
 - Work with MML and MTA to schedule and facilitate Committee Meetings, a minimum of four per year.
- Work with the Association Manager to:
 - Achieve annual goals/objectives.
 - Publish legislative updates through website, email, ListServ and social media.
 - Update the Committee Roster and keep track of active participation by Committee members.
 - Send thank you to all active members annually at the end of appointment as Chair.

Director of Membership

- Chair the Membership Committee.
 - Assist with membership recruitment and retention activities.
 - Participate in online new member orientations; work with Association Manager to schedule online orientations throughout the year.
 - Oversee the sale of MMTA merchandise with the support of the Association Manager.
 - Contact prior years planning committee members to secure continued participation.
 - Define goals/objectives to support mission and budget with the support of the Association Manager.
 - Prepare semi-monthly Committee reports for inclusion in all board meeting packets, including an overall review of the year's activities for the Annual Meeting.
 - Work with the Association Manager to:
 - Achieve goals/objectives.



- Update the Committee Roster and keep track of active participation by Committee members.
- Send thank you to all active members annually at the end of appointment as Chair.
- Chair the Winter Workshop Committee.
 - Contact prior years planning committee members to secure continued participation.
 - Define goals/objectives to support mission and budget with the support of the Association Manager.
 - Prepare semi-monthly Committee reports for inclusion in all board meeting packets, including an overall review of the year's activities for the Annual Meeting.
 - Work with the Association Manager to:
 - Achieve goals/objectives.
 - Schedule and facilitate Planning Committee Meetings, as needed.
 - Oversee all aspects of the Workshop implementation.
 - Update Committee Roster and keep track of active participation by Committee members.
 - Send thank you to all active members immediately following the Workshop.

Parliamentarian

- Attend all board meetings, including the Annual meeting.
- Rule on all issues of parliamentarian procedure.

Associate Director

- Spearhead inclusion of Associate Members to serve on committees, present at MMTA training events, attend Fall Conference and Winter Workshop.
- Prepare semi-monthly Committee reports for inclusion in all board meeting packets, including an overall review of the year's activities for the Annual Meeting.
- Define goals/objectives to support mission and budget with the support of the Association Manager.
- Oversees the Hospitality activities at the Annual Fall Conference.
- Prepare agenda and lead the Annual Associate Meeting at the Annual Fall Conference.
- Work with the Association Manager to:
 - Achieve goals/objectives.

Associate Liaison

- Shadows the Associate Director.
- Performs all duties of the Associate Director in their absence.

Adopted by the Board of Directors: August 25, 2020

Reviewed and updated by the Board of Directors July 11, 2023.

Reviewed and updated by the Board of Directors January 15, 2026.