



Michigan Municipal Treasurers

MMTA 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.
- Lead the annual Board Strategic Planning retreat to review and update the goals/objectives of the Association; work closely with the Association Managers 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 Managers.
 - 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 Managers to:
 - Achieve goals/objectives.
 - Schedule and facilitate Planning Committee Meetings, as needed.
 - Oversee all aspects of Conference implementation.



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President-Elect continued

- Update Committee roster and keep track of active participation by Committee members.
- Send thank you and committee participation certificates 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 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 Managers.
 - 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 Managers 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 and committee participation certificates to all active members immediately following the Workshop.
- Chair the Professional Development 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 Managers.
 - 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.
 - Support the Education Director by actively engaging Committee members to provide guidance and support in the planning of education training offered at Advanced Institute.
 - Work with the Association Managers to:
 - Achieve goals/objectives.
 - Send annual reminders of application process to eligible members (new certifications and re-certifications), typically done in March and at the end of Basic Institute to third-year graduates.
 - Schedule and facilitate Committee meeting(s) to review MiCPT applications, typically in June.
 - 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.



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Vice-President continued

- Update Committee Roster and keep track of active participation by Committee members.
- Send thank you and committee participation certificates 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 Managers, 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 Managers:
 - 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 MMTA in the UP training.
 - Contact prior years planning committee members to secure continued participation.
 - Define goals/objectives to support mission and budget with the support of the Association Managers.
 - 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 Managers to:
 - Achieve goals/objectives.
 - Schedule and facilitate Planning Committee Meetings, as needed.
 - Oversee all aspects of conference implementation.



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Immediate Past President continued

- Update Committee roster and keep track of active participation by Committee members.
- Send thank you and committee participation certificates to all active members immediately following the conference.
- Chair the Nominating Committee.
 - Work with the Association Managers 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.
 - Nominate all existing board members who have completed application to remain on the board.
 - Review all other applications to fill vacant board positions.
 - Present a slate of officers and directors at the Annual Meeting and call for nominations from the floor.
 - Ensure ballots are ready and engage Committee members to distribute, collect and count ballots if necessary.
 - Keep track of active participation by Committee members.
 - Send thank you and committee participation certificates to all active members immediately following the Conference.

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 Managers.
 - 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.
 - Keep track of active participation by Committee members.
 - Send thank you and committee participation certificates to all active members annually at the end of appointment as Chair.
 - Work with the Association Managers 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.

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.



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Director of Education, continued

- Chair the Basic and Advanced Institute Planning Committees
 - Contact prior years planning committee members to secure continued participation.
 - Define goals/objectives to support mission and budget with the support of the Association Managers.
 - 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 Managers to:
 - Achieve goals/objectives.
 - Schedule and facilitate Planning Committee Meetings, as needed.
 - Oversee all aspects of Institute implementation.
 - Include the PDC Chair and Committee on planning the agenda for Advanced Institute.
 - Update the Committee Roster and keep track of active participation by Committee members.
 - Send thank you and committee participation certificates to all active members immediately following the Institutes.
- 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 Managers.
 - 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 Managers 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 and committee participation certificates to all active members annually at the end of appointment as Chair.

Director of Membership

- Chair the Membership 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 Managers.
 - 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.



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Director of Membership, continued

- Work with the Association Managers to:
 - Achieve goals/objectives.
- Update the Committee Roster and keep track of active participation by Committee members.
- Send thank you and committee participation certificates to all active members annually at the end of appointment as Chair.
- Oversee the sale of MMTA merchandise with the support of the Association Managers.
- Oversee and administer the Mentorship Program.
- Keep the MMTA History book updated.

Parliamentarian

- Attend all board meetings, including the Annual meeting.
- Rule on all issues of parliamentary 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 Managers.
- 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 Managers to:
 - Achieve goals/objectives.

Associate Liaison

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