

MCEMSA Position Descriptions

President

- Facilitate/guide MCEMSA's decisions regarding programming, activities, and other relevant issues.
- Ensure that decisions made by MCEMSA are communicated to members (and anyone involved) and carried out in a professional, timely manner.
- Facilitate monthly meetings (both regular and executive board) unless another member is specified.
- Delegate responsibilities (i.e. event planning, communications) when necessary.

Vice President

- Assist the President with meetings, events, activities, etc. whenever necessary.
- Chair the Election Committee every spring.
- Serve as VP of Event Programming – ensure that all activities are being delegated and planned throughout the year.
- Serve as the next President of MCEMSA.

Secretary

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

Treasurer

- Prepare a working budget based on expected income (dues) and proposed expenditures.
- Make deposits in a timely fashion. Peak periods are beginning of the school year and around major events: Book Bytes, December tea, banquet, guest speakers, etc.
- Prepare a monthly treasurer's report.
- Balance the checkbook and resolving any issues with the bank.

Grade Level Representatives

- Communicate MCEMSA business/events to the ES/MS/HS Media Specialists and encourage participation
- Act as a liaison between MCEMSA board and the ES/MS/HS membership
- Organize a variety of networking / bonding activities to encourage collaboration amongst peers

Membership Chairperson

- Maintain a database of members
- Set up table at All County meeting for membership recruitment

- Collect membership forms and checks – forward checks to Treasurer
- Send out email reminders to non-members to join MCEMSA
- Report to Board about membership numbers
- Keep database of retirees

Hospitality Chairperson

- Make arrangements for breakfast at the all-county media specialists August meeting
- Make arrangements for a social activity for all members - Winter Tea

Webmaster

- Maintain/update Web page, including events, contacts, photo archive.
- Nudge President for presidential statement.
- Ensure page is edited for accuracy, content, etc.
- Monitor GoDaddy.Com, which owns our domain name and hosts our page.
- Use GoDaddy.Com to FTP updates.

Spring Banquet Chairperson

- Secure banquet location and date early in the year (fall)
- Design and send out Save the Dates (by January) and formal invitations (at least 1 month before banquet)
- Buy door prizes, placecards, centerpieces, raffle tickets, etc.
- Plan menu
- Secure sound system, microphone, CDs/musical entertainment

Sunshine Chairperson

- Provide candy-filled mugs for new LMSs at the all county meeting in August; decorate tables at that meeting
- Send donation and/or card to members for events such as death in the family, weddings, operations, sickness, new baby, etc.
- Purchase gifts and gift cards for the retirees for the End of the Year Banquet (meet with banquet chairs at the end of the year to plan)