

## **MEETINGS**

### Representatives

- Held at least two times per year: spring and fall
- The Board of Directors as needed may call other meetings of the representatives.

### Board of Directors

- Held quarterly and at the discretion of the President
- Non-board members may attend by the invitation of the Board
- Officers may appoint volunteers to assist them and delegate responsibilities

## **REPRESENTATIVES**

- One voting Representative per guild
- Attend Representatives meetings
- Keep own guild informed about MAFA happenings
- Provide access to MAFA's online newsletter from email list or web site to guild members
- Supply current membership list to Membership Coordinator **by October 1st with dues**
- Be willing to work on or support a conference job
- Provide information about respective guilds to Vice President
- Send copies of guild newsletters to **the Chair of the Communication Committee either by mail** or electronic transmission

### Recommended qualifications and skills:

- Be able to serve a two-year term
- Willing to travel to attend meetings or, if unable to attend, arrange for alternate representative to be present
- Access to email

## **ELECTED OFFICERS:**

### General recommended qualifications, skills and procedures:

- Must be a MAFA guild member or a member in good standing of MAFA
- Have computer and email literacy and access, able to receive attachments, MS Office applications (Word and Excel) Check **email** at least every 48 hours, respond within 48 hours )
- Use "Reply All" command to respond to email communication for Board members
- Notify board when unavailable or out of town
- Be able to commit time for two-year term
- Receives and keeps current an official Board Manual, returning it to the Board of Directors upon the director's end of term or resignation

## **President**

### Have the general duties and powers of chief executive officer

- Presides at meetings of the Board of Directors and of the Representatives
- Serves as an ex-officio member of all committees except the nominating committee
- Executes any agreement after favorable consideration by the Board of Directors in respect to the Association, and binds the Association there under
- Appoints nominating committee at time of taking office
- Writes President's letter for newsletter
- Reviews check requests and conference bills
- Reviews and authorizes expense estimates and payments
- Has final copy approval of any MAFA document, publication and all copy appearing on MAFA website prior to release
- Sets location of each Board and Representatives meeting
- Notifies all Board members and others invited to attend Board meetings of the time, date and location of Board meetings at least seven days prior to the meeting (although 30 days notice is preferred)

### Recommended qualifications and skills:

- Responsible for running MAFA
- Be able to attend Board, Representative, and Conference meetings
- Be able to commit time for a full two years on a regular basis, with more concentrated time devoted to periods prior to meetings and conferences

- Be able to serve in an advisory capacity for an additional two years
- Public speaking, writing, organizational and interpersonal skills are required

#### **Vice-President**

- Conducts Board and Representative meetings in the absence of the President
- Maintains guild directory
- **Receives copies of member guild newsletters and distributes relevant information to Board members and/or Communications Coordinator--REMOVE**
- Collates and supplies each Representative with MAFA organization information packet each calendar year in the spring to include:
  - \* By-laws
  - \* Operations Manual
  - \* Budget
  - \* Current Treasurer's Report
  - \* Current guild directory
  - \* Minutes from last Representatives Meeting

#### Recommended qualifications and skills:

- Be able to act as liaison to guilds
- Writing and interpersonal skills are needed

#### **Treasurer**

- Keeps detailed financial records of MAFA
- Prepares annual financial report
- Prepares yearly budget for approval by board to be reviewed quarterly
- Reimburses expenses, which have been approved by the Board of Directors, upon presentation by committee heads and other MAFA personnel
- Arranges for annual audit by an accountant at the end of odd-numbered fiscal year
- Arranges for a MAFA executive officer, other than one authorized to make deposits or withdrawals from MAFA financial accounts, to review bank statements and check registers on a quarterly basis
- Signs MAFA checks
- Serves as conference treasurer
- Recommends placement of MAFA reserves in appropriate financial instruments
- May not disperse cash

#### Recommended qualifications and skills:

- Able to attend Board, Representative, and Conference meetings
- Knowledge of Quicken/QuickBooks for financial recording
- Be able to devote more time during several months prior to each conference
- Bookkeeping skills and attention to detail a must
- Must be skilled in handling large amounts of money

#### **Recording Secretary**

- Takes minutes at Board of Directors and Representatives Meetings
- Maintains file of minutes and other MAFA documents in a Corporate Book of Records
- **Files annual statement to Corporation Bureau (refer to Corporate Book of Records)**
- Files appropriate paperwork (i.e., bonding insurance, bank accounts) when there is a change of officers (refer to Corporate Book of Records)
- Sends copies of most recent audit to the registered office of the corporation (CT Corp.-refer to Corporate Book of Records)
- Sends copies of minutes of latest board meeting to Board members in a timely manner (within two weeks)
- Sends a copy of minutes of the latest Representatives Meeting to all Representatives in a timely manner (within two weeks)
- Obtains mailing list from Membership Coordinator

#### Recommended qualifications and skills:

- Able to attend all Board and Representative Meetings and take minutes
- Organization, typing, and clerical skills are required

#### **Corresponding Secretary**

- Researches meeting sites for all Board and Representatives meetings, directing any required contracts or agreements to President for signature
- Assists the President as required with arrangements for Board meetings

- Sends written notice of Representative Meetings to all Representatives and/or Board members at least 30 days prior to meeting
  - Handles correspondence from the President and/or Board of Directors to the membership
  - Maintains primary contact with website maintenance contractor for any changes to the site
    - \*Collects updates and newsletter copy from Communications Coordinator according to pre-determined schedule
    - \*Obtains final authorizations of all expense estimates and copy changes from President prior to any postings to the website
  - Publishes and distributes updates to the Operations Manual made by the Board of Directors
- Recommended qualifications and skills:
- Able to attend all Board and Representative Meetings
  - Organization, typing and clerical skills are required

#### ADVISORY POSITIONS:

##### **Immediate Past President**

- Serves as an advisor to the President

##### **Immediate Past Conference Coordinator**

- Serves as an advisor to the Conference Coordinator

#### APPOINTED POSITIONS:

##### **Membership Coordinator**

- Works under Board supervision, communicates with Board
- Chairs membership committee
- Maintains current membership lists from all member guilds
- Maintains a general mailing list of all individual MAFA members
- Maintains a mailing list of all MAFA Member Guilds and Associate Members
- Distributes notice to Members Guilds on or about Aug. 1 for Oct. 1 dues deadline. This reminder notice is a courtesy and non-receipt by Member Guild shall not excuse the timely payment of dues.
- Collects dues and maintains a list of all paid members
- Maintains list of guild officers and provides President, Recording Secretary and Corresponding Secretary with current lists at or prior to each board and representatives meeting

##### Recommended qualifications and skills:

- Have computer and email literacy and access and familiarity with MS Office applications (Word and Excel)

##### **Communications Coordinator**

- Works under Board supervision, communicates with Board
- Chairs communications committee
- Responsible for collecting information from guilds, board members and other sources as needed for updating MAFA's website and editing MAFA's online newsletter
- Website is updated quarterly, Feb. 1, May 1, Aug. 1, and Nov. 1
- Newsletter is published **quarterly and** at least 30 days prior to each Representatives meeting, on MAFA's website only. It is not mailed to individual guild members.
- Email requests for website listing, events, breaking news or newsletter copy to all guild representatives and presidents at least 45 days prior to any website update or newsletter posting
- Compiles all information submitted for website or newsletter into simple word documents, editing as needed and send to President and Corresponding Secretary for review and approval according to established deadlines-Refer to Communications Coordinator Job Description
- Assist President and Corresponding Secretary with proofreading of web site "beta" site
- Once final updates and newsletters are posted to the live MAFA website, notify guild representatives and presidents of such via email. For newsletter, include a plain text version of the newsletter in the body of the email
- Notify Associate Members via email when updates or new newsletters are posted to the website
- May recruit other MAFA volunteers to assist with any duties

##### Recommended qualifications and skills:

- Must have computers skills, access to MS Word and MS Excel, able to receive pdf documents, and access to internet
- Strong communication and organization skills necessary

- Writing and editing experience are helpful

#### **Conference Coordinator**

- Works under the Boards supervision, communicates to the Board
- Responsible for making all plans for their respective conferences
- Sets and chairs conference steering committee meetings.
- Appoints conference events chairmen and oversees their work
- Conducts site visits to present appropriate site to Board
- Plans tentative conference budgets
- Sets general timetable for work
- Provides information on conferences to Communications Coordinator for the Newsletter and Website
- Prepares reports at end of conferences

#### Recommended qualifications and skills:

- Able to make a major time commitment of three years. Elected the year preceding his/her conference, conference coordinator trains with the current conference coordinator the first year; then serves the year of the conference and the year following the conference.
- Able to serve in an advisory capacity for an additional two years
- Must be organized and detail oriented
- Must be able to work within a time frame
- Able to operate under pressure
- Must have interpersonal, writing and speaking skills
- Must have problem-solving skills
- Must be able to communicate well with committee heads and the Board
- Must have access to computer and email, and able to receive and send MS Word, MS Excel and pdf documents

#### **Conference Steering Committee**

- Chaired by the Conference Coordinator, members include
  - \*MAFA President
  - \*Immediate past Conference Coordinator
  - \*MAFA Treasurer
  - \*Other MAFA members appointed by the Conference Coordinator

#### Recommended qualifications and skills:

- Familiar with conference planning and other skills deemed necessary by the Conference Coordinator

#### **Grants/Scholarship Coordinator**

- Works under Board supervision, communicates with the Board
- Chairs Grants/Scholarship Committee
- Administers grants program for mini-conferences
- Reviews requests for grants
- Chairs/oversees the awarding of scholarships at Conference

#### **Nominating Committee**

- Appointed by the President when taking office during the fall of odd-numbered years and able to serve for two years Consists of three persons, none of whom is on the Board of Directors, one who shall be appointed Chairman
- Presents a slate of qualified nominees for President, Treasurer and Corresponding Secretary in the spring of the odd-numbered years for election the following fall .
- Presents a slate of qualified nominees for Vice-President and Recording Secretary in the spring of the even-numbered years for election the following fall
- Additional nominations may be added to the ballot until the fall elections
- Solicits viable candidates for coordinator positions of Conference, Communications, Membership and Grants/Scholarships committees to be brought before the Board of Directors

**If the MAF A Board determines a volunteer in charge of a MAFA event or any part of that event is not fulfilling his/her responsibility as outlined in a contract, job description or the Operations Manual, then the MAFA Board can, by majority vote, intervene and relieve that volunteer of those responsibilities.**

**Any resignation or removal from a position on the MAF A Board of Directors or Appointed Positions is effective immediately for responsibility and voting rights. A MAFA Director committee appointment or**

**volunteer who has resigned shall, in a period not to exceed 30 days, turn over all records, receipts, documents and other MAFA related materials to a member of the MAFA Board of Directors.**

**MAFA POLICY ON EMAIL**

MAFA will not tolerate flaming - that is, personal attacks on other members. It is possible to disagree on issues, but such disagreement must be civil.