

# MTEEA

## Administrative Board – Officer’s Duties

### May, 2011

#### **MTEEA Administrative Board Meetings:**

The members of the Administrative Board meet at 3 regular board meetings each year. They usually meet on Friday evenings. Normally, the board will meet in January, March or early April and in September. The president or executive director can call administrative board meetings when needed. Also, the Administrative Board will meet with the Executive Council for their 3 regular meetings each year. Two of these meeting will meet on a Saturday. Once in January and once in March or early April, depending on the ITEEA Conference. The last council meeting will be on the Thursday night of the Annual Fall Conference. Expenses incurred by officers will be paid for by MTEEA.

**President:** The president shall preside as chairperson of the annual meeting; at all meetings of the Executive Council and the Administrative Board. The President may call special meetings of the Council or Board as needed. Additionally, the President shall act as a non-voting, exofficio member of all committees whether temporary or permanent. The President will equitably divide the coordination of the committees with the President-Elect and prepare an annual report of the committees. The President serves a two-year term.

**President-Elect:** The President-Elect shall assist the President and will equitably divide the coordination of committees with the President. In the event of the President's absence or inability to act, the President-Elect shall conduct and perform the duties of the president. Additionally, the President-Elect shall act as a non-voting, exofficio member of all committees whether temporary or permanent. The President-Elect serves a two-year term.

**Treasurer:** All dues for membership shall be paid to the Treasurer, who shall receive and hold the funds of the Association, and shall at all times be under a security bond, paid by the Association, in excess of the assets of the Association. The methods used by the Treasurer in all matters relating to the payment of bills, depositing of funds, keeping of records, etc., shall be approved by the Executive Council. The Treasurer shall serve on the Membership Committee and be the chairperson of the Budget Committee. The Treasurer serves a two-year term.

**Secretary:** The Secretary shall preserve accurate minutes of all meetings at which association officers preside. The Secretary will perform such duties as may be assigned by the President. Minutes are to be handed out at Executive Council meetings. The Secretary serves a two-year term.

**Immediate Past-President:** The immediate Past-President shall serve as chairperson of the Resolutions Committee: shall appoint the committee so as not to exceed four members (exclusive of the chairperson), collect and prepare suitable and necessary resolutions, and present them at the regular business meeting of the Association. The immediate Past-President shall represent the Minnesota Technology Education Association at all Minnesota Association of Career and Technical Education meetings. The Immediate Past-President serves a two-year term.

**Executive Director:** The Administrative Board will recommend to the Executive Council the appointment of an MTEEA member to serve as Executive Director. The Executive Director will work with the Administrative Board on planning agendas for meetings, attending outside meetings (when available) as a representative of MTEEA, be a member of the fall conference committee, attend and report at the Executive Council meetings. The Administrative Board and Executive Council determines the length of time the Executive Director will serve.