

MTEEA Board of Director responsibilities

- Executive Director
 - Meeting schedule
 - Assist President with meeting planning
 - Communicate with committee chairs
 - Follow up on action items
 - Maintain records of the organization
- President Elect
 - Membership
 - Chair meetings in President's absence
 - Assist with meeting planning
- President
 - Preside over organization meetings and events
 - Represent Association at meetings
 - Communicate with committee chairs
 - Follow up on action items
 - Assist EX. Director with meeting planning
- Past President
 - Represent MTEEA at MNACTE - bylaws
 - Legislative liaison
 - Maintain and update resolutions
- Treasurer
 - Financial responsibilities
- Secretary
 - Maintain records or meetings
 - Maintain documents of the organization
 - Follow up communications (thanks yous recognitions, press releases)
- ITEEA Representative
 - Oversee awards committee
 - Promote and provide information on ITEEA to members
 - Liaison to ITEEA
- Affiliate Director
 - Liaison to Affiliates
 - Attend affiliate meetings when possible
- Student Competitions
 - Work with chairs to establish communication on events
- Professional Growth
 - State Conference
 - Other professional development events
 - Post-Secondary liaison
 - MDE liaison
- Communications
 - E - communications and E-Journal
 - Social networking
 - Web – Page