

## MTEEA Board of Director (BOD) Responsibilities

- Executive Director
  - Meeting schedule & planning
  - Communicate with BOD on work groups
  - Maintain records of the organization
- President Elect
  - Membership
  - Meeting planning (w/ Executive Director and President)
- President
  - Preside over organization meetings and events
  - Represent Association at meetings
  - Communicate with BOD on work groups
  - Action items to BOD for follow up
  - Meeting planning (w/ Executive Director and President Elect)
- Past President
  - Represent MTEEA at MNACTE
  - Chair meetings in President's absence
  - Legislative liaison
  - Maintain and update resolutions
- Treasurer
  - Financial responsibilities
- Secretary
  - Maintain records of meetings
  - Maintain documents of the organization w/ Executive Director
  - Follow up communications (thanks yous, recognitions, press releases, etc.)
- ITEEA Representative
  - Oversee awards committee
  - Promote and provide information on ITEEA to members
  - Liaison to ITEEA
- Affiliate Director
  - Liaison to Affiliates – maintain current contacts
  - Assist with Suburban Joint Affiliate meeting planning
  - Help recruit affiliate leadership
  - Attend affiliate meetings when possible
- Student Competitions
  - Work with chairs to establish communication on events
  - Contact for State Fair activities
- Professional Growth
  - State Conference program
  - Other professional development events
- Communications
  - E - communications and E-Journal
  - Social networking
  - Web – Page