

President

Purpose

The president is primarily responsible for overall coordination of communications and activities of the MAL organization and is one of the four elected officers. The officers are voting members of the executive council, which manages the overall business of the MAL organization.

Responsibilities / Work Scope

Develop rapport with all MAL leaders, coordinate activities of the MAL organization, and execute the business and policies of the MAL organization between meetings.

Solicit for committee chairs/coordinators; appoint chairs/coordinators, except for the teller's chair, with the approval of the executive council; designate the officer contact for each chair/coordinator.

Be the communications link between the Society and the executive council, and MALs.

Review material communicated by the Society; distribute relevant items to specific officers, or executive council, as appropriate.

Attend and participate in meetings/events of Society business as relevant to the MAL organization (e.g., membership meeting and town hall meeting at the Society conference).

Respond to any questions/issues raised by other MAL leaders or MAL members.

Submit "President's Corner" article for each issue of the MAL newsletter.

Communicate important information to all MALs using e-blasts or MAL list serv when needed to supplement the newsletter.

Schedule, prepare for, and preside at meetings of the executive council and membership; assist the secretary in preparing the agendas. (Note: Meeting notice requirements are five days for teleconferences and thirty days for in-person meetings.)

Communicate updates and reminders to executive council monthly (or more often, as required) to ensure leadership is kept informed about items which may impact their work and to maintain focus on tasks to be done.

Participate in discussions between meetings of the executive council.

Prepare calendar of significant dates/deadlines for MAL organization.

Work with leadership coach to develop and conduct annual training of MAL officers, directors, special directors, and committee chairs/coordinators.

Provide additional training and coaching to MAL leaders as needed. Conduct one-on-ones twice a year with new representatives and annually with all other MAL leaders.

Coordinate arrangements with staff for MAL summit and MAL membership meeting held during the Society conference.

Develop agenda for MAL summit, review with executive council; coordinate speakers/session leaders.

Promote the Society's annual conference and determine which other MALs will attend.

Maintain MAL pipeline.

Identify and recommend MALs to serve as future leaders at all levels of the Society (MAL organization, and/or Society).

Issue (or delegate the issuing of) the call for nominations for members to serve on the MAL nominating committee no later than October 1.

Ensure the nominating committee remains on schedule to present a complete slate no later than April 15.

Receive the teller's report; notify all candidates in contested elections of the outcome of their election within one week; and provide the executive council with list of MAL officers and directors elected for the following fiscal year.

Facilitate transition of all positions.

Represent the MAL organization before the public.

Provide oversight and guidance to committees as assigned; ensure all assigned chairs/coordinators understand their roles and responsibilities; keep committee chairs/coordinators informed of items which impact their areas of responsibility; and obtain and provide updates on committee activities and needs when requested.

Provide financial oversight:

Authorize the disbursement of MAL organization funds within the budget approved by the executive council.

Be an authorized signatory on all MAL organization accounts.

Verify actual balances on deposit at financial institutions at least quarterly.

Review and approve year-end MAL organization financial report.

Provide reference letters for MALs being nominated for Society individual awards.

Generate appreciation letters for MAL leaders as appropriate.

Select the outstanding MAL leader (or similar) award recipient and identify other individuals to receive special recognition as desired.

Review Section/MAL awards available from the Society, identify those that fall under the president's area of responsibility, and work with appropriate chair/coordinator to prepare packages; submit awards packages by stated deadline.

Perform other duties normally associated with the office of president or as may be assigned by the executive council, or MAL governance documents.

Critical Skills

Communication

Diplomacy

Meeting facilitation

Recommended Previous Experience

MAL representative or director

MAL or section officer

Time / Travel Commitment

8-10 hours/week, which includes time required for MAL executive council activities directly related to president Society annual conference (MAL summit and MAL meeting)

Reference Documentation

MAL bylaws

MAL governance documents - procedures and position descriptions

MAL nomination, election, and removal manual (in development and will include nomination form)

MAL pipeline documentation

Transition plan and checklist

Vice President

Purpose

The vice president is primarily responsible for filling in when the president is unable to serve, overseeing the MAL strategic and operating plans, and is one of the four elected officers. The officers are voting members of the executive council, which manages the overall business of the MAL organization.

Responsibilities / Work Scope

Provide oversight and guidance to committees as assigned; ensure all assigned chairs/coordinators understand their roles and responsibilities; keep committee chairs/coordinators informed of items which impact their areas of responsibility; and obtain and provide updates on committee activities and needs when requested.

Prepare for and participate in all meetings of the executive council.

Prepare for and participate in the general MAL meeting and MAL summit, both held in conjunction with the Society's annual conference.

Participate in discussions between meetings of the executive council.

Assume the duties of the president if the president is temporarily unable to serve.

Approve reimbursement requests for expenses incurred by the president.

Oversee the MAL strategic plan.

Lead session with the executive council to review, update and approve the MAL strategic plan when required.

Oversee the annual MAL operating plan.

Update draft operating plan based on discussion with and input from the executive council by July 21 for review and additional input (input due August 7).

Review input received from executive council and update plan for executive council approval.

Distribute approved operating plan to executive council by August 31.

Report regularly to executive council regarding progress to plan.

Draft operating plan for the following fiscal year by June 1 and distribute for discussion and review during the June executive council transition meeting.

Review Section/MAL awards available from the Society, identify those that fall under the vice president's area of responsibility, and work with appropriate chair/coordinator to prepare packages; submit awards packages by stated deadline.

Perform other duties normally associated with the office of vice president or as may be assigned by the president or executive council.

Critical Skills

Diplomacy

Communication

Recommended Previous Experience

MAL representative or director

MAL or section officer

Time / Travel Commitment

8-10 hours/month, which includes time required for executive council activities directly related to vice president

Society annual conference (MAL summit and MAL meeting)

Reference Documentation

Society strategic plan

MAL bylaws

MAL governance documents - procedures and position descriptions

Transition plan and checklist (in development?)

Secretary

Purpose

The secretary is primarily responsible for maintaining the governance records for the MAL organization and is one of the four elected officers. The officers are voting members of the executive council, which manages the overall business of the MAL organization.

Responsibilities / Work Scope

Provide oversight and guidance to committees as assigned; ensure all assigned chairs/coordinators understand their roles and responsibilities; keep committee chairs/coordinators informed of items which impact their areas of responsibility; and obtain and provide updates on committee activities and needs when requested.

Prepare for and participate in all meetings of the executive council.

Prepare for and participate in general MAL meeting and MAL summit, both held in conjunction with the Society's annual conference.

Participate in discussions between meetings of the executive council.

In support of executive council meetings:

- Assist president with setting meeting dates/times; conduct polls if needed to ascertain availability of members.

- Prepare agendas with assistance of the president.

- Ensure agenda and all materials that need to be reviewed for the meeting are distributed at least 48 hours in advance.

- Call roll; take minutes and distribute within 72 hours after each meeting; post minutes in MAL document repository, as appropriate.

- Update action item list and calendar of significant dates/deadlines and distribute within 72 hours after each meeting.

Issue motions with discussion and supplemental materials along with voting instructions to executive council for any motions which need to be decided between meetings; follow-up with those who haven't voted midway through voting period to ensure the required number of ballots are cast; tabulate results and report results to the executive council within ten days of the close of voting.

Maintain historical record of official decisions (i.e., motions) made by the executive council and distribute at least quarterly to executive council.

Ensure operations always conform with the MAL bylaws and other governance documents.

Assist president in regular communications with executive council; issue reminders as requested to ensure leadership is performing tasks in a timely manner.

Maintain communication plan of who communicates what to MALs via list serv and/or e-blasts.

Moderate all MAL document repositories:

Update access to MAL leaders and MAL officers document repositories whenever leadership changes occur to ensure appropriate individuals have access.

Maintain contents of Members at Large, MAL leaders, and MAL officers document repositories. Ensure ballots and supplemental materials are issued as required by the MAL bylaws for elections of officers and directors.

Review Society bylaws amendments being considered by the senate; notify executive council if any will impact MAL operations; and propose changes as necessary to MAL governing documents for those amendments adopted by the senate.

Oversee annual review of MAL bylaws and identify possible amendments needed; process any amendments proposed by others in the MAL organization:

Initiate discussion with executive council about possible amendments and their rationale.

Ensure the Society secretary or designee (currently the chair of the Society bylaws committee) reviews and pre-approves all proposed amendments to the MAL bylaws before publication and vote by the MAL membership.

Provide exact text of amendments to members of the MAL organization at least thirty days before vote is taken.

Ensure amendments adopted by the MAL membership are sent to the Society secretary or designee for review and approval by the Society secretary. (Note: Two-thirds of the members present and voting at a meeting or two-thirds of the ballots received must vote affirmatively for amendments to be adopted.)

Incorporate Society-mandated changes into the MAL bylaws within six months of notification by the Society secretary and forward to the Society secretary for approval.

Ensure Society-approved MAL bylaws are distributed to executive council and posted for the general MAL membership.

Coordinate annual review of other MAL governance documents (e.g., policies, procedures, templates) for completeness and consistency and identify possible changes needed.

Review Section/MAL awards available from the Society, identify those that fall under the secretary's area of responsibility, and work with appropriate chair/coordinator to prepare packages; submit awards packages by stated deadline.

Perform other duties normally associated with the office of secretary or as may be assigned by the president or executive council.

Critical Skills

Organized record keeping

Taking accurate and concise notes

Communication

Recommended Previous Experience

MAL representative or director

MAL or section officer

Time / Travel Commitment

12-15 hours/month, which includes time required for executive council activities directly related to secretary Society annual conference (MAL summit and MAL meeting)

Reference Documentation

Society and MAL bylaws

All MAL governance documents - meeting minutes, procedures, and position descriptions

MAL nomination, election, and removal manual (in development)

Treasurer

Purpose

The treasurer is primarily responsible for financial matters related to the MAL organization and is one of the four elected officers. The officers are voting members of the executive council, which manages the overall business of the MAL organization.

Responsibilities / Work Scope

Provide oversight and guidance to committees as assigned; ensure all assigned chairs/coordinators understand their roles and responsibilities; keep committee chairs/coordinators informed of items which impact their areas of responsibility; and obtain and provide updates on committee activities and needs when requested.

Prepare for and participate in all meetings of the executive council.

Prepare for and participate in the general MAL meeting and MAL summit, both held in conjunction with the Society's annual conference.

Participate in discussions between meetings of the executive council.

Collect, safely keep, and distribute the funds of the MAL organization:

- Deposit checks received in timely manner, record in journal, and maintain documentation regarding the deposit.

- Verify rebate amounts against membership reports and resolve discrepancies with staff.

Process disbursement requests, verify arithmetic, ensure receipts are included, obtain approval for payment from the president (or vice president, if the disbursement is to the president), record in journal, assemble disbursement vouchers, and mail checks in a timely manner.

Determine prorated rebates, if any, to remit to newly chartered professional sections with the charter bonus donation; obtain verification that the new section has received its EIN from the IRS; mail check with congratulatory letter and prorated rebate determination.

- Transfer funds between accounts as needed and record in journal.

Estimate near-term cash requirements, evaluate interest rates, and invest extra funds as appropriate (maturities may not exceed one year).

Reconcile monthly statements from financial institution promptly, post interest and any banking charges in journal, update the financial statements, resolve any discrepancies with the financial institution, and follow up with individuals who have not cashed checks that are more than three months old.

- Maintain financial files.

Download membership rosters monthly to monitor dues payments.

Prepare monthly financial reports, review in relation to approved budget, and provide reports:

- Quarterly to the executive council and financial assessment committee chair

- At all in-person MAL business meetings

- Anytime upon request of the president

Provide statements from financial institution to executive council and financial assessment chair quarterly.

Respond to inquiries on financial matters.

Prepare budget for approval:

Solicit input from executive council

Prepare and present draft with assumptions to executive council for review and discussion

Update as necessary and submit with motion to executive council for vote

Annually review financial policies and propose updates if needed for executive council approval.

Annually review treasurer procedure and propose updates if needed for executive council approval.

Obtain and circulate necessary paperwork to change signatories on accounts if either the president or the treasurer changes or will change; provide all required information (including address change for the treasurer) to financial institution; change and provide new password and PIN after changes in the signatories or the financial assessment chair.

Prepare the year-end financial report for president's review, approval, and submittal to headquarters by July 31.

File year-end e-postcard as required by IRS by July 31 (IRS deadline is Nov 15).

Provide support for financial assessment committee:

Assist in identifying possible members to chair or serve on the financial assessment committee.

Compile and provide documentation as requested by the committee, attend committee meeting (if requested), respond to questions raised by the committee, and retain signed assessment form in the permanent file.

Review Section/MAL awards available from the Society, identify those that fall under the treasurer's area of responsibility, and work with appropriate chair/coordinator to prepare packages; submit awards packages by stated deadline.

Perform other duties normally associated with the office of treasurer or as may be assigned by the president or executive council.

Critical Skills

Highly detailed but with broad vision

Communication

Basic accounting

Trustworthiness

Recommended Previous Experience

Well known and highly trusted member

MAL representative or director

MAL or section officer

Time / Travel Commitment

12-15 hours/month, which includes time required for executive council activities directly related to treasurer (but not as membership coordinator)

Society annual conference (MAL summit and MAL meeting)

Reference Documentation

MAL Treasurer Procedure

MAL Travel Reimbursement Policy

Society Finance Manual for Treasurers

MAL bylaws

Director/Special Director

Purpose

Two directors, elected by the MAL membership, are responsible for key functional areas as assigned by the president. Up to two special directors, elected by the executive council, and are responsible for key functional areas as assigned by the president.

Directors and special directors are voting members of the executive council, which manages the overall business of the MAL organization.

Responsibilities / Work Scope

Prepare for and participate in all meetings of the executive council (in-person or teleconference).

Prepare for and participate in the general MAL meeting and MAL summit, both held in conjunction with the Society's annual conference.

Participate in discussions between meetings of the executive council.

Vote promptly on matters brought before the executive council.

Attend MAL leadership training session.

Apply all knowledge and skills relevant to the focus area determined by the president.

Provide oversight and guidance to committees related to assigned functional area.

Establish strategic partnerships as necessary to fulfill duties assigned by the president and goals set by the executive council.

Represent groups or priority interests as necessary to fulfill duties assigned by the president and goals set by the executive council.

Perform other duties as assigned by the president, executive council, or MAL governance documents.

Critical Skills

Communication

Focus-area relevant skills may include knowledge of outreach or professional development

Recommended Previous Experience

MAL representative or committee chair/coordinator

Collegiate or professional section officer

Region collegiate representative or senator

Time / Travel Commitment

12-15 hours/month

Society annual conference (MAL summit and MAL meeting)

Reference Documentation

MAL bylaws

Transition plan and checklist (in development)

Additional depending on focus area of director

Executive Council

Purpose

The executive council is the MAL organization's chief operational policy setting body and is responsible for the overall management and day-to-day operations of the organization. The executive council ensures the objectives of the Society are pursued by the MAL organization. MAL officers, directors, and special directors are voting members of the executive council.

Responsibilities

Ensure the objectives of the MAL organization are pursued.

Meet regularly to transact the business of the MAL organization; review draft minutes promptly after release and provide corrections to secretary. (Note: The draft agenda and materials for review prior to the meeting are to be distributed at least 48 hours prior to the meeting.)

Provide input to and approve the MAL organization strategic plan.

Provide input to and approve the MAL organization annual operating plan that is built upon the Society's strategic plan; regularly review progress against plan. (Note: The draft operating plan for the following fiscal year should be drafted by the vice president for review during the June executive council transition meeting and approved by the executive committee by the end of August.)

Ensure requirements as established by the Society are met.

Formulate and approve MAL organization policy.

Ensure policies adopted by the executive council are implemented.

Elect special directors for the subsequent fiscal year.

Elect the nominating committee chair.

Elect the nominating committee chair and approve appointment of other committee chairs, including coordinators, except the teller's chair.

Approve committee/coordinator descriptions and/or procedures that contain, at a minimum, the purpose of the committee, scope of work to be performed, and expected deliverables; review annually and update as needed.

Approve operating procedures and other documentation for efficient management and year-end transition; review annually and update as needed.

Approve procedures for nominations, elections, filling vacancies, and removal not covered by the bylaws; review annually and update as needed.

Determine if any nominated collegiate members shall be permitted to be candidates for director, secretary, or treasurer.
If warranted, remove a MAL officer or director by unanimous vote of all other MAL executive council members then in office; remove a MAL special director by two-thirds vote of all other members of the executive council then in office
Establish newsletter publication schedule.
Review financial statements at least quarterly.
Provide input to draft budget for the upcoming fiscal year.
Approve the MAL organization budget.
Accept the MAL organization financial assessment report and, if necessary, act upon any recommendations contained therein.
Meet in conjunction with the Society annual conference to conduct business.
Provide input to agenda and plans for MAL summit and general MAL meeting to be held in conjunction with the Society's annual conference.
Provide input to plans for any other executive council meetings.
Provide input to MAL leadership training materials.
Provide input to MAL pipeline.
Participate in MAL vitality assessment; review results and determine opportunities for improvement.
Run day-to-day operation of the MAL organization

Time Commitment

Varies from several hours a month to many hours a month depending on assignments that are not part of a specific executive council member's responsibilities.

Reference Documentation

Generic executive council meeting agenda
MAL action item list
MAL calendar of important dates
MAL decision (motion) log
All MAL governance documents
MAL and Society bylaws
Society strategic plan
MAL strategic plan
MAL operating plan
MAL travel reimbursement policy (approved 11/08/12)
MAL leadership roster with historical information

Nominating Committee Chair

Purpose

The nominating committee chair participates in and oversees the process of nominations and elections for the MAL organization. The nominating committee chair is elected by the executive council and is a voting member of the nominating committee.

Responsibilities / Work Scope

Keep officer contact informed of progress and any problems or special circumstances encountered or anticipated with regard to election process.

Report on activities/needs as requested by officer contact.

Ensure nominations are conducted, the slate is presented, and elections are held in accordance with the bylaws.

Appoint 2-4 MALs to be members of the nominating committee.

Consult with the president to determine if the call should include solicitation for positions other than officers and directors as well as what focus areas are desired for the director candidates.

Prepare the call for nominations, including any supplemental materials (e.g., questionnaires or forms) for applicants to complete.

Issue the call for nominations for officers and directors no later than February 15. (Note: The bylaws state nominations are due by March 15. Given the tight timeline for developing and presenting a complete slate of qualified candidates to all MALs by April 15, the initial call should specify that applications are due by March 1. If an insufficient number of responses have been received by March 1, then the committee should identify and contact individual MALs and request that they submit applications. If necessary, the chair can also issue a follow-up call for officer and director positions with nominations due no later than March 15. It is essential that at least one qualified candidate is slated for each position.)

Obtain supplemental materials (questionnaires/candidate statements/biographies) from applicants.

Promptly request feedback from references provided by the applicants as well as from the executive council, nominating committee members, and other key members of the MAL organization, with feedback due by March 31.

Ask the MAL membership coordinator to verify membership of all applicants (paid MAL; professional or collegiate; and if a collegiate, will the member be eligible for professional membership at the start of the new fiscal year).

Finalize the list of applicants, compile all materials, and provide to the nominating committee for review and deliberation.

In conjunction with the committee, determine the slate, ensuring at least one qualified candidate is on the ballot for each officer and director position. (Note: Approval must be obtained from the executive council if the committee wishes to place any collegiate members on the slate for secretary, treasurer, or director.)

Notify applicants whether they were selected, and provide feedback, if requested. If not provided with the call for nominations (or if changes need to be made), request material to be included with the ballot from candidates selected for the slate.

Distribute the slate by electronic means and posting on the MAL website by April 15. Include instructions about petitioning for any MALs who want to be petition candidates, giving them until April 30 or fifteen days after the date the slate is announced, whichever is later, to complete their petition and provide material to include with the ballot.

Determine if any petition candidates have properly completed the petition process to be included on the ballot.

Prepare ballot information and provide to the teller to set up the online ballot. (Note: Write in candidates must be permitted for each position.)

In conjunction with the secretary, issue ballot and supplemental materials with voting instructions electronically (and by snail mail, when necessary). Allow at least 21 days for voting. (Note: MALs without e-mail addresses in their membership record could be contacted in advance by mail with a request to provide an e-mail address or respond by mail if they wish to be sent the ballot and supplemental material when it's available; obtain list of voting MALs from the membership coordinator.)

Provide current contact information for all candidates, including petition candidates, to the president so she may inform them of the election results when available.

Provide the president with materials received for positions other than officers and directors to the president for consideration for special director or committee chair positions.

Provide suggestions for nominating committee chair to serve for the next fiscal year.

Make recommendations for updating the MAL Nominations and Election Manual for approval by the executive council.

Expected Deliverables

Distribution of slate along with instructions for petitioning by electronic means

Feedback provided to candidates

Distribution of ballot instructions and supplemental materials

On-time reports as requested by officer contact

Suggestions for nominating committee chair to serve for the next fiscal year

Critical Skills

Objectivity

Good communication skills

Good organizational skills

Superb time management

Tact, professionalism

Ability to maintain confidentiality

Recommended Previous Experience

MAL or section officer

Participation on MAL nominating committee

Participation on other nomination committees

Reference Documentation

MAL bylaws

MAL Nominations and Election Manual

MAL Strategic Plan and Goals

Transition plan and checklist (needed for this position?)

Nominating Committee

Purpose

The nominating committee solicits and nominates well qualified leaders for MAL officer and director positions. As requested by the MAL president, the committee may also solicit for and/or make recommendations for individuals to fill other positions (e.g. committee chairs and coordinators). All nominating committee members are voting members of the nominating committee.

Responsibilities / Work Scope

Report on activities/needs as requested by nominating committee chair.

Review the call for nominations, including any supplemental materials (e.g., questionnaires or forms) that applicants will need to complete.

Encourage individual members to submit applications for leadership positions.

Select a teller, who may be a member of the nominating committee, to set up the online ballot, receive, verify, and tally the votes. (Note: Some ballots may need to be distributed by mail and returned to the teller by mail.)

Provide feedback on applicants based on the materials provided by the nominating committee chair.

Actively participate in evaluation of applicants to be slated by attending teleconferences, participating in email discussions, and reading appropriate documents. Present unbiased candidate pros and cons during committee discussions.

Develop a slate of at least one qualified candidate for each of the officer and director positions so that it may be presented electronically to all MALs by April 15.

At the request of the president, help identify candidates for the special director and committee chair/coordinator positions in the MAL organization.

Make recommendations for updating the MAL Nominations and Election Manual for approval by the executive council.

Expected Deliverables

Feedback on candidates as requested by the nominating committee chair

Slate of candidates for the MAL leadership positions

On-time reports as requested by nominating committee chair

Suggestions for nominating committee members to serve for the next fiscal year

Critical Skills

Objectivity

Good communication skills

Good organizational skills

Time management

Tact, professionalism

Ability to maintain confidentiality

Recommended Previous Experience

MAL or section officer

Participation on other nominating committees.

Time / Travel Commitment

10 hours/month

The role typically requires 1-2 phone calls per month in the fall, regular work via email and a significant time soliciting potential candidates, evaluating, and providing feedback to the committee.

No travel required; recommend attendance at Society annual conference (MAL summit and MAL meeting)

Reference Documentation

MAL Bylaws

MAL Nominations and Election Manual
MAL Strategic Plan and Goals
Transition plan and checklist (needed for this position?)

Teller

Purpose

The teller tabulates election ballots, certifies results, and reports results to the president. The teller also sets up the online election ballot as needed with information provided by the nominating committee chair. The teller is appointed by the MAL nominating committee; an alternate teller may be appointed, if desired, to serve in the event the teller needs to withdraw or will be unable to complete the duties.

Responsibilities / Work Scope

Keep officer contact informed of progress and any problems or special circumstances encountered or anticipated about the election(s).

Report on activities/needs as requested by officer contact.

Work with the secretary and nominating committee chair to prepare voting instructions and online ballot for officer and director elections so that voting instructions and supplemental materials may be provided to the voting members of the MAL organization no later than May 15. (Note: Any MAL without an e-mail address must be provided with ballot information by mail.) Ballots can be issued earlier, provided the slate has been released, the petition period has ended, and supplemental materials are ready.

Work with secretary to prepare voting instructions and online ballot for officer and director elections so that voting instructions and supplemental materials may be sent to the MAL membership no later than May 15. (Note: Ballots can be issued earlier, provided the slate has been released and supplemental materials are ready.)

Verify validity of each vote cast; tabulate eligible votes cast in the presence of a witness promptly after close of election period; break election ties by drawing by lot in the presence of the witness.

Prepare teller's report and submit to the president within 72 hours of close of election.

Expected Deliverables

Set up of online ballot(s) along with paper ballot (generated in Word) for those without e-mail addresses

Teller's report for elections to president

Critical Skills

Confidentiality and trustworthiness

Survey Monkey (or similar) survey set-up (optional, but preferred)

Communication

Recommended Previous Experience

None required

Time / Travel Commitment

6-10 hours between mid-April and early June

No travel required; recommend attendance at Society annual conference (MAL summit and MAL meeting)

Reference Documentation

MAL bylaws

MAL nomination, election, and removal manual (in development and will include teller's report template)

Awards

Purpose

The awards chair oversees the MAL awards program and ensures eligible MALs are considered for individual recognition by the Society in the individual awards programs. (Note: Members of the executive council are responsible for submitting nomination packages for Society awards that are applicable to their functional areas of responsibility.)

Responsibilities / Work Scope

Keep officer contact informed of progress and any problems or special circumstances encountered or anticipated with regard to awards nominations.

Report on activities/needs as requested by officer contact.

Maintain awards database (with assistance from the membership coordinator) of MALs who previously received Society individual awards (including New Faces recognition), those who are known to have been nominated but not selected, and MALs to possibly nominate in the future; also capture information in the database about who has been nominated for and judged the MAL awards.

Oversee MAL awards program:

Review existing MAL awards and lead discussion about possible changes/additions/deletions at the MAL meeting held during the Society conference. (Note: If not attending the conference, make arrangements with officer contact to lead this discussion.)

Recommend additional awards or changes to existing awards (including detailed criteria and judging process) to officer contact by December 31 for discussion and approval of the executive council.

Update MAL awards package as needed and prepare cover message (include a solicitation for judges) for review by officer contact in time to be released to all MALs by April 15 each year. (Note: All nominations must be submitted by June 15.)

Ensure call for volunteers to judge MAL awards is issued by May 15, with those interested in judging to respond by May 31; identify and appoint coordinators (if needed) and/or each judging panel by June 15.

Receive nomination packages; confirm eligibility of nominees with the membership coordinator; review packages for completeness.

Update score sheets/instructions for judges to capture any changes to awards or new awards; distribute with complete eligible nomination packages to coordinators by June 30.

Receive and compile scores/comments from judges. (Note: Should the judging panel's score result in a tie for the top spot, the chair may break the tie provided s/he was not on that judging panel, or the chair may ask the officer contact to do so, or the chair may resubmit to the judging panel for re-evaluation.)

Notify nominators whether or not their nominee was selected by July 31; provide feedback if requested on candidates that were not selected.

Determine if award recipients will be at the MAL business meeting held during the upcoming Society conference; determine if the award is to be a donation sent to a nonprofit organization on behalf of the recipient or paid directly to the recipient; confirm spelling of name for preparing certificate.

Update MAL awards database showing (by year) the nominations received for each award, the disposition (selected, not selected, eliminated or disqualified), and the coordinators/judges for each award.

Prepare certificates as needed and bring to conference; request award checks be prepared by the treasurer as needed; submit reimbursement request for any expenses incurred to the treasurer.

Prepare presentation for MAL business meeting at conference; present awards. (Note: If not attending the conference, make arrangements with officer contact for someone else to present the awards.)

Prepare and submit article about MAL award recipients for the MAL newsletter issue that will be distributed after the Society conference.

Expected Deliverables

Timely solicitation for candidates for Society individual awards and MAL awards.

Articles for MAL newsletters (e.g., recognition of MALs who received Society or MAL awards in post-conference issue; recognition of MALs who received other awards, such as New Faces.

On-time submission of MAL nomination packages for Society individual awards.

Updated MAL awards package, score sheets, and instructions.

Presentation (or mailing) of MAL awards to recipients.

On-time reports as requested by officer contact.

Updated MAL awards database (for Society awards and MAL awards)

Suggestions for chair to serve for the next fiscal year.

Critical Skills

Awards requirements knowledge

Detail-oriented

Excellent written communications

Recommended Previous Experience

None, although previous service on Society's awards & recognition committee or as an awards recipient would be helpful.

Time / Travel Commitment

2 hours/week (July)

5 hours/week (August - September)

5-10 hours/week (February - March)

2-5 hours/month (other months)

No travel required; recommend attendance at Society annual conference (MAL summit and MAL meeting)

Reference Documentation

Society Individual Awards Package & Requirements (SWE Website)
Society Awards Training Session (SWE Webinars)
Previously submitted nomination packages
MAL Awards Package and Nomination Form
MAL awards database (for Society awards and for MAL awards)
Transition plan and checklist (not yet developed)

Newsletter

Purpose

The newsletter editor generates quarterly informative publications which are the MAL organization's primary communication vehicle to connect MALs and keep them informed about activities and opportunities within both the MAL organization and the Society, while recognizing that many members are new to the MAL organization each year and approximately one-third of MALs are new to SWE each year.

Responsibilities / Work Scope

Keep officer contact informed of progress and any problems or special circumstances encountered or anticipated with regard to newsletter publication.

Report on activities/needs as requested by officer contact.

Set deadlines for input of articles based on publication schedule approved by the executive council.

Establish issue themes (building on the Society president's theme) and maintain revolving outline of items to include in the next four issues so that nothing is overlooked.

Review the monthly SWE electronic newsletter for ideas and any items that should also be included in the MAL newsletter.

Encourage MALs to write articles for the MAL newsletter.

Include dates/locations of scheduled WE Local and Society conferences, summary of the MAL organization, information about the MAL website, and e-mail addresses for all MAL officers, directors, and special directors at the end of each issue.

One week prior to each issue's input deadline, provide MAL leadership with outline of the issue (with the individual responsible for each topic/article noted), solicit for additional suggestions; provide input deadlines; and solicit articles from MALs or identify specific MALs to prepare articles of general interest for future issues.

Communicate with individuals to ensure articles are received by required deadlines; follow-up as needed.

Compile newsletter input; correct articles as needed for grammar, punctuation, and style; ensure any abbreviations are spelled out the first time they are used in each issue.

Prepare cover message that will accompany the newsletter e-blast (generally highlighting the contents of the newsletter); send message and newsletter to officer contact and president for review at least ten days prior to publication date, with changes or approval due back one week before publication date.

Make changes as necessary and submit cover message and newsletter to headquarters contact (with copy to officer contact and president) for preparing the e-blast (the e-blast should be sent from "president's name, MAL President"; the headquarters contact can convert the newsletter to a PDF if requested), along with the distribution for the e-blast (e.g., all MALs); review e-blast when received back from headquarters contact; advise headquarters contact if the e-blast is ready to be released or if corrections are needed.

Request newsletter email statistics from SWE HQ one month after the e-blast is sent.

Post published newsletter in the MAL document repository that can be accessed only by MAL leaders, as well as on the MAL website

Consider submission of MAL newsletter articles to the Society's AllTogether Blog.

Review all articles published during the year and select three that meet the stated qualifications for best newsletter article award; provide articles to the awards chair for judging.

Expected Deliverables

- Timely requests and follow-up reminders for articles
- On-time publication of four newsletters each fiscal year
- Revolving outline of newsletter topics for next four issues
- On-time reports as requested by officer contact
- Nominations for best newsletter article award
- Suggestions for editor to serve for the next fiscal year

Critical Skills

- Computer skills (Word or other software to generate newsletters)
- Organized
- Proofreading and editing
- Creativity

Recommended Previous Experience

None required, but familiarity with SWE and newsletters of sections would be helpful.

Time / Travel Commitment

10 hours/month

No travel required; recommend attendance at Society annual conference (MAL summit and MAL meeting)

Reference Documentation

- Archived newsletters
- SWE electronic newsletter
- E-blast request form
- Transition plan and checklist (not yet developed)

Outreach

Purpose

The outreach coordinator encourages MALs to participate in outreach activities, promotes resources available within SWE for use by MALs, and provides publicity within SWE for MALs involved in outreach.

Responsibilities / Work Scope

Keep officer contact informed of progress and any problems or special circumstances encountered or anticipated with regard to outreach.

Report on activities/needs as requested by officer contact.

Provide guidance to MALs on Society-level outreach programs.

Encourage MAL participation in local outreach and EWeek activities by preparing and submitting articles on a variety of outreach topics for each issue of the MAL newsletter; focus should be on simple activities that can be done by one individual with limited time and resources. Encourage MAL use of Society's Outreach Metric Tool to report participation of activities.

Provide reminders to MALs via social media and the MAL list servs of MAL outreach resources, upcoming events, etc.

Maintain outreach resource list on the MAL website.

Promote and support preparation/submittal of program development grants (PDGs) for MAL outreach activities and programs.

Identify several MAL outreach activities for submission to the AllTogether Blog.

Facilitate any required training for outreach resources and tools.

Apply for membership on the Society's outreach committee, participate in committee teleconferences and meetings, and participate on subcommittees as desired.

Expected Deliverables

Outreach-related articles in each issue of the MAL newsletter

Input for Society's AllTogether Blog

On-time reports as requested by officer contact

Suggestions for coordinator to serve for the next fiscal year

Critical Skills

Communication

Enthusiasm for outreach

Recommended Previous Experience

SWE outreach event experience

PDG preparation or submittal experience

Time / Travel Commitment

2-3 hours/month

No travel required; recommend attendance at Society annual conference (MAL summit, MAL meeting, and outreach committee meeting)

Reference Documentation

PDG application instructions

K-12 Outreach area of SWE website and K-12 Outreach Calendar

MAL Outreach Assistance Program documentation

Transition plan and checklist (not yet developed)

Membership

Purpose

The membership coordinator monitors membership, maintains MAL list serves, and assists members, including those organizing proposed sections in MAL areas, with membership matters.

Responsibilities / Work Scope

Keep officer contact informed of progress and any problems or special circumstances encountered or anticipated with regard to membership.

Report on activities/needs as requested by officer contact.

Download and review MAL membership reports at least monthly (preferably twice each month):

Compare current MAL membership roster to previous month's roster and identify all additions and deletions. (Change and dropped reports are also available for download, but they aren't very reliable.)

Follow-up with members as needed and report any resulting changes to staff for correction.

Connect MALs who inquire about forming new sections with membership staff at headquarters so they are provided with the appropriate new section formation materials.

Identify MALs in areas where proposed professional sections are forming from the MAL organization and provide reports to organizers when requested.

Coordinate changes needed to the MAL list serves with Information Technology (IT) personnel at headquarters.:

Update authorized senders to the MAL list serves at start of fiscal year and when any changes occur to the leadership.

Maintain instructions for use of the MAL list serves and provide to MAL leaders during July.

Submit list serv updates (additions and deletions) to IT at least every other month, paying attention not to include any member who has requested not to receive e-mail from SWE.

Maintain membership statistics for the MALs and SWE (for comparison):

Review the "Membership Update by Section" report issued by staff, calculate total MAL counts and associated retention and growth if not already calculated on the update report, and reconcile counts to MAL membership reports. (Note: The update report is generally posted monthly in SWE Resources and generally is distributed quarterly by staff with a quarterly membership message about membership to section/MAL presidents and usually the section/MAL data officers. The MAL president should forward all membership-related communications to the MAL membership coordinator to ensure the information is received.)

Compare membership counts for both SWE and the MALs to the same month of the previous year and ascertain trends (for both SWE and the MALs) in total number of professional, collegiate, and total membership (both paid and unpaid), as well as retention and growth.

Prepare annual membership review graphs and commentary for executive council and MAL meeting.
Provide secretary with voting membership information as needed for MAL elections.

Verify eligibility of all candidates for election of MAL officers and directors; remind unpaid MAL leaders to renew prior to the start of the new fiscal year so they are in good standing prior to taking office.

Compile and distribute MAL leadership roster for the next fiscal year and as required due to changes; update historical information.

Verify membership of award nominees for the awards chair and as otherwise required for the MAL organization (e.g., for raffle drawings).

Review Society individual award recipients published annually in the magazine and identify any MALs that received awards; also annually review collegiate award recipients from the past few years to determine if any later transitioned to MAL; provide updates to awards chair for MAL awards database.

Annually update list of collegiate sections located in MAL areas.

Provide assistance if requested for finding SWE counselors for collegiate sections and proposed collegiate sections located in MAL areas.

Encourage collegiate MALs to transition to professional membership when eligible.

Submit at least two (preferably four) articles related to membership for the MAL newsletter annually. (Possible topics: life membership promotion, proposed professional sections organizing in MAL areas; sections recently chartered; changes to dues options/rates; reminder to renew.)

Expected Deliverables

MAL leadership roster with historical information

Regularly updated list serves

Instructions for using list serves and downloading membership reports

Membership reports to organizers of proposed professional sections

On-time reports as requested by officer contact

Annual membership review report to executive council and for MAL meeting

Verification of eligibility and payment status of MALs for leadership positions and as otherwise needed to support the MAL organization

Voting membership information to secretary as needed for elections

Annually updated list of collegiate sections in MAL areas

Articles for MAL newsletter

Suggestions for coordinator to serve for the next fiscal year

Critical Skills

Knowledge of SWE membership requirements and practices, including dues options and structure
Communication
Data analysis

Recommended Previous Experience

MAL representative
MAL or section officer

Time / Travel Commitment

15-20 hours/month

No travel required; recommend attendance at Society annual conference (MAL summit and MAL meeting)

Reference Documentation

Society bylaws
Member services area of SWE website
Historical membership data (MAL and SWE)
Update report from headquarters
MAL leadership with historical information
List Serv Instructions
Collegiate Sections in MAL Areas
MAL Awards Database

Financial Assessment

Purpose

The financial assessment committee conducts the annual financial assessment and examines the financial statements and bank balances at least quarterly to help ensure that the accounting of the MAL organization is objective, fair, complete, and accurate.

Responsibilities / Work Scope

Keep officer contact informed of progress and any problems or special circumstances encountered or anticipated with regard to the assessment.

Report on activities/needs as requested by officer contact.

Review bank statements compared to financial statements at least quarterly for reasonableness.

Appoint committee members, provide them with current procedure, and work with them to plan and conduct the annual assessment.

Notify the treasurer of the financial records associated with the previous fiscal year that are to be provided to conduct the assessment.

Arrange date, time, and place (may also be done by teleconference) to complete the assessment (preferably at least a day before the MAL meeting); confirm the officer contact and treasurer whose year is being assessed will be available at that time, either in person or via phone.

Review all electronic documents received from the treasurer prior to Society conference.

Inspect journal to ensure each entry contains sufficient information as to the source or use of funds.

Compare annual report submitted to the Society to the year-end financial statement, journal, and budget.

Verify that the annual report has been filed with Society headquarters and that the e-postcard has been filed with the Internal Revenue Service.

Verify that financial reports have been provided at least quarterly to the executive council.

Query the other officers about relevant items on the assessment form.

Meet during conference (or before via teleconference) to complete the assessment:

Review at least three months (select at random) of income documentation.

Verify at least three months (select at random) of disbursements/transfers documentation.

Compare year-end balances on the financial report submitted to the Society to the bank statement.

Account for all checks, used and voided.

Determine recommendations, if any.

Complete, sign, and distribute the assessment form.

Return hard copies of financial records to the current treasurer.

Prepare motion for the executive council to accept the committee's assessment. If possible, this motion should be presented at the executive council meeting held in conjunction with the Society conference; otherwise, provide motion and discussion to the officer contact and secretary for the secretary to ballot the executive council by November 30.

Review financial assessment procedure and submit recommendations for updating it to the officer contact for review and approval by the executive council.

Provide suggestions to the officer contact and/or the next fiscal year's president for the next year's financial assessment committee chair.

Expected Deliverables

Immediate notification to officer contact if suspicious activity is noticed in account balances

On-time reports as requested by officer contact

Complete assessment of previous fiscal year's financial records

Recommendations for updating the financial assessment committee procedure

Suggestions for committee chair to serve for the next fiscal year

Critical Skills

Highly detailed

Basic accounting

Trustworthiness

Recommended Previous Experience

MAL representative

MAL or section officer

Time / Travel Commitment

12-15 hours total (about 50% before conference, 40% for committee meeting and executive council meeting at conference, and 10% after conference)

No travel required; strongly recommend attendance at Society annual conference (MAL summit and MAL meeting)

Reference Documentation

MAL Financial Assessment Committee Procedure

MAL Treasurer Procedure

MAL Travel Reimbursement Policy

Website and Social Media

Purpose

The website/social media coordinator maintains the MAL website and social media presence.

Responsibilities / Work Scope

Keep officer contact informed of progress and any problems or special circumstances encountered or anticipated with regard to developing or maintaining the MAL website or social media presence.

Report on activities/needs as requested by officer contact.

Develop and maintain MAL website.

Develop and maintain a MAL social media accounts (e.g. Facebook or Linked In).

Expected Deliverables

Informative, accurate MAL website

Social media presence for MAL organization

On-time reports as requested by officer contact

Suggestions for coordinator to serve for the next fiscal year

Critical Skills

Excellent written communications

Good understanding of MAL organization

Recommended Previous Experience

MAL representative

MAL or section officer

Website development

Social media management

Time / Travel Commitment

3-4 hours/month

No travel required; recommend attendance at Society annual conference (MAL summit and MAL meeting)

Reference Documentation

Transition plan and checklist (not yet developed)

Society and MAL bylaws

Leadership Coach

Purpose

The leadership coach provides training for MAL leaders and potential leaders and assists the president when additional coaching and training is needed.

Responsibilities / Work Scope

Keep officer contact informed of progress and any problems or special circumstances encountered or anticipated with regard to leadership coaching.

Report on activities/needs as requested by officer contact.

Assist as requested when additional coaching/advice is needed to support the MAL organization.

Assist with vitality assessment for MAL organization.

Expected Deliverables

Training/coaching as needed

On-time reports as requested by officer contact

Critical Skills

Written and verbal communication

Excellent presentation skills

Recommended Previous Experience

Leadership coach training

MAL representative

MAL or section officer

Time / Travel Commitment

15-20 hours (July - early August)

1-2 hours/month (other months)

No travel required; recommend attendance at Society annual conference (MAL summit and MAL meeting)

Reference Documentation

MAL Leadership Training Module

Other LCC modules

Society and MAL bylaws

MAL governance documents

MAL strategic and operating plan

Transition plan and checklist (not yet developed)