



# **MAMEA Board & Committee Member Responsibilities and Tasks**

Rev. 10/2009

**Board Toolbox:** The MAMEA website ([www.mamea.org](http://www.mamea.org)) provides the following documents

- ▶By-Laws: outline MAMEA mission, organization and governance.
- ▶Standing Rules: provide more detail on MAMEA operations, Board member duties.
- ▶Calendar: outlines the timing of MAMEA board and organizational activities, including key State Rep tasks.
- ▶Minutes: contain important history about MAMEA policy, governance and procedural updates, board responsibilities, MAMEA issues and initiatives, as well as reports from other State Reps. And, the annual membership report (October/Fall) will show you how your state's membership is changing.

## **OFFICERS**

See Articles IV - VIII, MAMEA By-Laws (October 2009 update).

See Standing Rules 103.1-103.6 (October 2009 update).

### **President**

- ◆Term: one-year, beginning at the Annual Meeting and continuing in office until the next Annual Meeting. (By-Laws Article IV, Section 3)
- ◆Duties: The President shall preside at the meetings of the Corporation and at meetings of the Officers. The President shall appoint the Chair and members of all Standing and Ad Hoc Committees as provided in the Constitution and By-Laws (with the consent of the other Officers). The President will provide leadership in effecting the purposes of the corporation and in fulfilling directives from the Officers; and will provide a President's Report to the Annual Meeting covering the activities of the Corporation during the term of office. The President is an ex-officio member of all committees and shall assume all other duties normally associated with the office. (By-Laws, Article VI, Section 1)
- ◆The **PRESIDENT** shall (per Standing Rule 103.1):
  - a. Preside at all meetings of the MAMEA Board.
  - b. Represent MAMEA at all times unless another representative is designated by the President.
  - c. Prepare a written agenda for all Board and Business meetings during his/her term of office.
  - d. Fix the time and place of all Board meetings, and prepare and send notices of Board meetings (By-Laws, Article X).
  - e. Have the authority to implement the approved budget.
  - f. Appoint all committee members and their Chairs (with the exception of the Nominating Committee (By-Laws, Article VII, Sec. 2); announce all standing committees upon assuming office and appoint Ad hoc Committees as deemed necessary (By-Laws, Article VII, Sec.4).
  - g. Present engraved plaques to recipients of the Non-Traditional Marine Educator Award and the classroom Educator Award at the annual conference; place engraved nameplates for the award recipients on the MAMEA Awards Plaque.
  - h. Compile an annual report to be presented to the MAMEA Archivist and to be published in the newsletter the MASTHEAD. Annual reports shall be compiled to represent the history of MAMEA.
  - i. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over the Archivist. Relevant materials shall be turned over to the incoming President.

### **Past-President**

- ◆Term: one-year, beginning at the Annual Meeting and continuing in office until the next Annual Meeting. (By-Laws Article IV, Section 3)
- ◆Duties: The immediate Past President serves as an officer and Chair of the Selection Committee for Honorary membership. (By-Laws, Article, VI, Section 2)
- ◆The immediate **PAST PRESIDENT** shall (per Standing Rule 103.2):
  - a. Serve as the Chair of the Mentoring Committee and coordinate the Mini-Conference grants. (10/2/09)
  - b. Serve as chair of Selection Committee for Honorary Memberships (By-Laws, Article 1, C).
  - c. Serve as Chair and ex-officio member of the Nominating Committee (By-Laws, Article VIII, Sec. 5).
  - d. Serve as a member of the Conference Advisory Team. (2/24/01)

- e. Serve as a member of the Grants Committee review panel (10/2/09), and as a member of the Awards review panel as requested by the committee chair.
- f. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Past President.

## **President Elect**

- ◆Term: one-year, beginning at the Annual Meeting and continuing in office until the next Annual Meeting. (By-Laws Article IV, Section 3)
- ◆Duties: The President-elect shall assume the duties of the President in his/her absence or in case of inability to serve. The latter condition will be determined by a two-thirds (2/3) vote of the Officers. The President-elect shall assume the office of President and/or perform the duties of other officers under the conditions outlined in ARTICLE IV, Section 2B. The President-elect shall work cooperatively with the President in administering the affairs of the Corporation. The President-elect shall tender to the other Officers for approval the nominees for Chairs of the Standing and Ad Hoc Committees prior to the Annual Meeting at which he/she will assume office of President, and announce committee memberships to the general membership upon approval of the other Officers. The President-elect will be responsible for the planning of the Annual Conference Committee and shall prepare the agenda of the Annual Meeting and assume other duties delegated to the office. (By-Laws, Article VI, Section 3)
- ◆The **PRESIDENT ELECT** shall (per Standing Rule 103.3):
  - a. Perform the duties of the President in the President's absence.
  - b. Assume the presidency at the end of the term of the current President.
  - c. Establish a Conference Committee, be responsible for the planning and implementation of the Annual Conference under the guidance of the Conference Advisory Team, and serve as a member of the Conference Advisory Team. (2/24/01) (NOTE: The President appoints the Chair of the Conference Committee, which may or may not be the President-Elect. However the Conference Committee Chair is traditionally the President-Elect, because the President-Elect is "responsible for planning the Annual Conference Committee" according to By-laws Article VI, Section 3.)
  - d. Prepare the agenda of the annual Business Meeting.
  - e. Tender to the other Officers for approval the nominees for Chairs of the standing and Ad Hoc committees prior to the Annual Conference at which he/she assumes the office of President; announce committee memberships to the general membership after approval of the other Officers (By-Laws, Article XI, #3).
  - f. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over the Archivist. Relevant materials shall be turned over to the incoming President Elect.

## **Secretary**

- ◆Term: two years, beginning at the Annual Meeting and continuing in office until the next Annual Meeting. (By-Laws Article IV, Section 3)
- ◆Duties: The Secretary shall record and preserve the proceeding of the Annual Meeting and other such meetings of the Officers and general membership. The Secretary is responsible for communicating such records of the Officers within a reasonable time period and these records shall be at all times open to the inspection of members of the Corporation. The secretary will supervise the conduct of the Corporation elections. (By-Laws, Article VI, Section 4)
- ◆The **SECRETARY** shall (per By-Law 103.4):
  - a. Serve as an Officer of the Board for two years. (10/30/04)
  - a. Keep the minutes of all Board meetings and issue copies of the minutes to all Board members following each meeting.
  - b. Keep the minutes of the Annual Business Meeting held at the MAMEA Conference and submit a summary of the Business Meeting minutes for publication in the MASTHEAD.
  - c. Maintain correspondence about Board Business and MAMEA events as appropriate.
  - d. Coordinate with the Chair of the Nominating Committee and notify all members no later than 60 days before the annual election that nominations for officers are being accepted (By-Laws, Article V, Sec. 1A). This shall be done in the MASTHEAD or by special mailing to the membership. (Candidates for office must be named 30 days prior to the election; see By-Laws, Article V. Sec. 1B.)
  - e. Supervise the election procedures, assuring that 3 tellers count all ballots. (By-Laws Article V, Section 3)

- f. Update Board membership address list and provide this list to all Board members within 30 days of the elections held at the Annual Conference.
- g. Collect dues from new members and issue confirmation of membership to new members. Issue renewal notices to Active members before December 31 of each year; collect dues from Active members whose membership has lapsed; remove from membership list an Active member who fails to pay annual dues by February 15 of new membership year (By-laws, Article 1, Section 5; see also Standing Rules 204.1, Membership); keep membership list and mailing list up to date; keep tallies of membership by state and membership class on an annual basis. Be responsible for the timely revision and printing of membership brochures and confirmation materials; provide membership brochures to Board Members and MAMEA members as needed. (6/7/00)
- i. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Secretary

## **Treasurer**

- ◆Term: two years, beginning at the Annual Meeting and continuing in office until the next Annual Meeting. (By-Laws Article IV, Section 3)
- ◆Duties: The Treasurer shall oversee the management of the Corporation fiscal affairs such as the supervision of collection and disbursement of Corporation funds and keeping accounts in books belonging to the Corporation. The Treasurer will produce a quarterly financial report to be sent to the Officers and shall present an annual financial statement to the membership at the Annual Meeting. The books shall at all times be open to inspection by Corporation members and prepared for annual independent audit if the Officers desire. (By-Laws, Article VI, Section 5)
- ◆The **TREASURER** shall (per By-Law 103.5):
  - a. Serve as an Officer of the Board for two years.
  - b. Keep the financial records and books of MAMEA, pay all authorized bills, maintain documentation of expenditures and deposit all receipts.
  - c. Produce a quarterly financial report to be distributed to the Officers.
  - d. Present an annual Financial Report to the Membership at the Business Meeting at the Annual conference. This report may be published in the MASTHEAD at the discretion of the Board.
  - e. Produce an annual budget to be presented to the Officers for approval at the Board Meeting at the Annual Conference.
  - f. Maintain the tax-exempt status of MAMEA by satisfying the requirements of the IRS.
  - g. Assist as needed with conference and mini-conference registration and expenses, such as writing receipts, issuing meal and event tickets, etc.
  - h. Serve as a member of the Conference Advisory Team. (2/24/01)
  - i. Keep a comprehensive file of records and communications collected during the term of office. At the end of the term of office, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Treasurer.
  - j. Serve as a member of the Educational Project Grants review committee (Standing Rule 104.7 a.a) and the review committee for Mini-Conference Grants, performing fiscal duties as specified in Grant procedures (10/2/09).

## STATE REPRESENTATIVES

See Articles IV - VI, MAMEA By-Laws (October 2009 update).

See Standing Rules 103.1-103.6 (October 2009 update).

- ◆Term: two years, beginning at the Annual Meeting and continuing in office until the next Annual Meeting
- ◆Duties: The representative of each member state will serve as coordinators for their areas and such other duties as assigned by the President or President-elect. (By-Laws, Article VI, Section 7)
- ◆The **STATE REPRESENTATIVES** shall (per Standing Rule 103.6):
  - a. Serve as Officers of the Board for two-year terms. Terms are staggered such that Representatives are elected in alternate years: MD and NC reps are elected during the same year; DE, DC and VA reps are elected the next year.
  - b. Compile a state activity report to be included in the MASTHEAD. MASTHEAD Editor will inform State Representatives of publication deadlines.
  - c. Coordinate one “mini-conference” per year in the representative’s state. State Reps may apply for a MAMEA mini-conference grant to help underwrite conference costs, as approved by the Executive Board.
  - d. Conduct one concurrent session at the annual MAMEA Conference, or solicit someone to present a session.
  - e. Serve as members of the Nominating Committee, along with the Past-President who serves as Chair and ex-officio member (Standing Rule 103.6e & By-Laws, Article VIII, Section 5).
  - f. Individually serve as members of the Conference Advisory Team during the year in which the MAMEA annual conference is held in a Representative’s home state. (2/24/02)
  - g. Attend all Board Meetings or send a substitute.
  - h. Promote new MAMEA and NMEA memberships from home state by distributing MAMEA and NMEA brochures at other science education conferences and workshops; assist Secretary in contacting members whose dues are in arrears.
  - i. Ensure the nomination of at least one member from home state for each outstanding Educator Award category.
  - j. Any other duties as assigned by President and/or President Elect.
- ◆See the State Representative “How-To” outline for additional advice and examples of State Rep activities.

## COMMITTEES & COMMITTEE CHAIRS

See Article VII (Committee Chairs) & VII (Committees), MAMEA By-Laws (October 2009 update)

See Standing Rules 104.1-104.11 (October 2009 update).

The **EDITORIAL COMMITTEE CHAIR** shall (per Standing Rule 104.1): (03/05)

- Determine format of the Masthead with the Editor.
- With Editor, determine appropriate changes in Masthead format as needed and propose changes for Board approval.
- With Editor, establish written criteria for newsletter (uniformity of design, nature of content, major sections, etc.). If necessary, prepare and update the Newsletter Criteria document as an attachment to By Laws that is easily revised by Board.
- Act as primary reviewer for Masthead Editor. The MAMEA President will be secondary reviewer.
- Encourage members interested in joining this committee and provide them with a meaningful role.

The **NEWSLETTER EDITOR** shall (per Standing Rule 104.2):

- a. Publish three issues of the newsletter (MASTHEAD) annually, with an option to publish a fourth issue with Board approval. Newsletters are to be distributed on or about March 15, June 15, September 15 (conference registration issue) and December 15.
- b. Arrange with webkeeper to post **past** issues of MASTHEAD on the MAMEA website. The two most current issue of MASTHEAD will not be posted on the web until the next issue is in print. (10/30/05).
- c. Solicit from the membership articles, announcements, and other information for the MASTHEAD.
- d. Review all submissions for appropriateness for inclusion in the MASTHEAD; edit submissions as necessary, working with MASTHEAD Editorial Committee Chair and MAMEA President who also serve as reviewers. (1/31/05)
- e. Produce or supervise the production of the MASTHEAD, i.e. typesetting, proofing, printing, mailing.
- f. Arrange for photographs to be taken for publication in the MASTHEAD if desired.
- g. Request current mailing list from the MAMEA Secretary for use in MASTHEAD distribution.
- h. Submit to the Treasurer receipts and requests for reimbursement as appropriate for expenses related to production and distribution of the MASTHEAD.
- i. Keep a comprehensive file of articles received and selected for each MASTHEAD, all related correspondence financial information related to publication and distribution costs, and a complete set of published newsletters. At the end of the editor’s (s’) term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Editor(s).

The **NOMINATING COMMITTEE CHAIR** shall (per Standing Rule 104.3):

- a. Be filled by the Past President for a term of one year. (3/28/09)
- b. Prepare a form to solicit candidates for nominations to positions that are coming open in the Fall. This form shall be published no later than 60 days before the annual conference. (By-Laws, Article V, Sec. 1A). It should appear in the summer issue of MASTHEAD, or sent to the membership in a special mailing if necessary to meet the 60 day requirement.
- c. Deadline for return of the nomination forms shall be decided by the Nominating Committee Chair. Date should be set early enough to allow for final list of candidates to be named within the timeframe described in “e” below.
- d. Discuss with the State Representatives and other members of the Nominating Committee the nominees for the open positions, giving consideration to proper geographic representation and other factors as appropriate.
- e. Contact the chosen candidates to confirm their willingness to run for office.
- f. Name the candidates for office no later than 30 days prior to the election (By-Laws, Article V, Sec. 1A).
- g. Present the recommended slate at the Annual Conference in the fall, allowing nomination from the floor before the vote (By-Laws, Article V, Section 1B).
- h. Prepare an article on the results of the election for publication in the next issue of MASTHEAD which follows the annual conference.
- i. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Nominations Committee Chair.

**NOTE:** According to By-Laws Article VIII, Section 5, all State Representatives are members of the Nominating Committee; the Past President is an ex-officio member. See also SECRETARY duties for information on publishing nomination forms and on conducting the election at the Annual Conference.

The **AWARDS COMMITTEE CHAIR** shall (per Standing Rule 104.4):

- a. Be appointed by the President, along with a committee, for a one-year term.
- b. Develop a nomination form including criteria for two awards, Outstanding Classroom Educator and Outstanding Non-Traditional Marine Educator. (Nominees must be members in good standing of MAMEA.)
- c. The award nomination form shall be published in every issue of the MASTHEAD or sent to the membership in a special mailing if necessary. Deadline for return of the nomination forms shall be decided by the Awards Committee Chair.
- d. Communicate with State Representatives to solicit nominations from each state.
- e. Send copies of nominations to all committee members to allow several weeks for review.
- g. Develop an evaluation procedure to be used by the Awards Committee during the selection process.
- h. Coordinate selection process with the Awards Committee and oversee the selection of the winners.
- i. Notify promptly in writing the winners and non-winners of the awards.
- j. Arrange for engraved plaques for the winners and the nameplates for the MAMEA Awards Plaque; provide this plaque to the President, who presents the awards at the Annual Conference.
- k. Prepare an article announcing the awardees for publication in the MASTHEAD which immediately follows the conference.
- l. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Awards Committee Chair.

The **STANDING RULES AND ARCHIVES COMMITTEE CHAIR(S)** shall (per Standing Rule 104.5):

- a. Be appointed by the President for one year.
- b. Maintain and regularly update the Standing Rules.
- c. Prepare revised copies of the Standing Rules as needed for members of the Board
- d. Gather archival material from board Members.
- e. Organize and maintain archival material, and make it available for examination by Board Members (or others as appropriate) when needed.
- f. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Standing Rules and Archives Committee Chair(s).

The **CONFERENCE ADVISORY TEAM (CAT) CHAIR** shall (per Standing Rule 104.6):

- a. Be appointed by the President for a term of two years.
- b. Work with the President-Elect and other members of the Conference Committee to plan and implement the Annual Conference.
- c. Maintain the Conference Handbook and, at the end of the term, turn the Handbook over to the next Conference Advisory Team Chair.

The **GRANTS COMMITTEE CHAIR** shall (per Standing Rule 104.7):

- a. Be appointed by the President, and will serve with a committee including the President, Past-President, Treasurer, and reviewers identified by the Grants Chair. (10/2/09)
- b. Be responsible for overseeing the operations of the MAMEA Grants Program.
- c. With the Grants Committee members, develop rules, guidelines and application procedures for all grants and scholarships; work with the Newsletter Editors to ensure that application forms and guidelines are published in the MASTHEAD as appropriate. (The MAMEA Grant Program application and guidelines shall appear in every regular issue of the MASTHEAD.)
- d. Develop evaluation procedures to be used by the Grants Committee during the selection process for all grants and scholarships.
- e. Coordinate selection process with the Grants Committee and oversee the selection of awardees.
- f. Notify promptly in writing the results of the selection process to awardees and all other applicants for grants and scholarships.
- g. Prepare an announcement of the awardees for publication in the MASTHEAD.
- h. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Grants Committee Chair.

The **CONFERENCE SCHOLARSHIP COMMITTEE CHAIR** shall (per Standing Rule 104.7 b), 3/21/07:

- a. Be appointed by the President.
- b. Be responsible for overseeing the operations of the Paul Standish Scholarship program.
- c. With the Committee members, develop rules, guidelines and application procedures for the scholarships; work with the Newsletter Editors to ensure that application forms and guidelines are published in the MASTHEAD as appropriate. (The MAMEA Scholarship Program application and guidelines shall appear in every regular issue of the MASTHEAD.)
- d. Develop evaluation procedures to be used by the Scholarship Committee during the selection process.
- e. Coordinate selection process and oversee the selection of awardees.
- f. Notify promptly in writing the results of the selection process to awardees and all other applicants for scholarships.
- g. Prepare an announcement of the awardees for publication in the MASTHEAD.
- h. Keep a comprehensive file of records and communications collected during his/her term as chair. At the end of the term, materials for the archives shall be turned over to the Archivist. Relevant materials shall be turned over to the incoming Scholarship Committee Chair.

The **MENTORING COMMITTEE CHAIR** shall (per Standing Rule 104.10): (03/05 - 10/2/09)

- a. Provide coordination and guidance for activities of Mentoring Committee.
- b. Be filled by the Past President (3/28/09)
- c. The Mentoring Committee will coordinate the Mini-Conference Grants for up to the amount approved by the board (10/2/09)
- d. With a committee, establish a mentoring program to assist first year members with becoming active, engaged and empowered members.
- e. Design a MAMEA mentoring program and present to Board for approval.
- f. Encourage members interested in joining this committee and provide them with a meaningful role.

The **NMEA REPRESENTATION COMMITTEE CHAIR** shall (per Standing Rule 104.11): (3/28/09)

Be appointed by the President and shall serve as MAMEA Chapter Representative to the National Marine Educators Association for 2 years. The MAMEA Chapter Representative is a full voting member of the NMEA Board. The duties of the chair are as follows:

- a. Represent MAMEA at the mid-year and annual NMEA Board meetings, or appoint a proxy. (09/05)
- b. Provide the editor of NMEA NEWS with relevant information concerning MAMEA events and activities.
- c. Report to the MAMEA Board at each Board meeting, and at other times if necessary, on the activities of NMEA.
- d. Prepare and submit to the MAMEA membership at the annual MAMEA conference an NMEA Conference Report; submit a written summary of this report for publication in the MASTHEAD; submit other NMEA news for publication in the MASTHEAD as appropriate.
- e. Distribute each new issue of MASTHEAD to all NMEA Chapter Representatives.

Currently disbanded:

The **ACTION PLAN COMMITTEE CHAIR** shall (per Standing Rule 104.8): (03/05, **ad-hoc** committee)

- a. Review the MAMEA Action Plan.
- b. Discuss points of focus with current President and Committee Chairs.
- c. Present progress update for all action plan items at spring and fall Board meetings.
- d. Encourage members to join this committee and provide them with meaningful role.

Currently disbanded:

The **FINANCE COMMITTEE CHAIR** shall (per Standing Rule 104.9): (03/05)

- a. Provide guidance to the President on all aspects of MAMEA's finances.
- b. Together with Treasurer, manage MAMEA's finances with oversight by President.
- c. Maintain all necessary record-keeping and communications with IRS.
- d. Encourage members to join this committee and provide them with meaningful role.