

MBA Board Positions

PRESIDENT

- Preside over meetings in accordance with Robert's Rule of Order
- Oversee day-to-day Association business activities
- Coordinate meeting agendas
- Sign/execute/deliver authorized contracts/instruments for the Association which the Board of Directors has approved
- Preside over Annual Meeting
- Act as Community Affairs Liaison
- Assume the office of Past President following their year as President
- Attend 1/2 of social networking events each month

PRESIDENT ELECT

- Assume the Office of President the following year
- Prepare for their year as President by assisting the current President
- Coordinate annual Banquet
- Attend 1/2 of social networking events each month

VICE-PRESIDENT

- Assume the Office of President Elect the following year
- Preside over meetings in the President absence Recruit new members for committees
- Attend 1/2 of social networking events each month

SECRETARY

- Record and keep minutes of meetings
- Keep minutes of committee meetings when presented at a Board meeting
- Send notice of meetings to members
- Process Correspondence
- Attend 1/2 of social networking events each month

TREASURER

- Deposit income, write checks and mail payments
- Record and report incomes and expenses through QuickBooks
- Report Association financial data to the Board of Directors
- Keep record of transactions
- Oversee reserve funds
- Attend 1/2 of social networking events each month

PAST PRESIDENT

- Preside over meetings in place of absent President and Vice President
- Special Advisor to President
- Robert's Rule of Order Mediator, By-Law Mediator
- Election Chairperson

MEMBER AT LARGE - MEMBERSHIP

- Oversee the following Committee Chairs: Membership, Expo, Ambassadors, Elections, Ribbon Cutting
- Interact with all Committees Chairs and Committee members

- Assist with recruitment of members for committees
- Oversee Committee Budgets

MEMBER AT LARGE - NETWORKING

- Oversee the following Committee Chairs: Networking, Referral Groups, Marketing, Banquet, After-hours
- Interact with all Committees Chairs and Committee members
- Assist with recruitment of members for committees
- Oversee Committee Budgets

MEMBER AT LARGE - COMMUNITY

- Oversee the following Committee Chairs: Government, Education, Civic Connections, Ribstock, Newsletter, Community Connections
- Interact with all Committees Chairs and Committee members
- Assist with recruitment of members for committees
- Oversee Committee Budgets