



# Millard Business ASSOCIATION

---

## 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
- 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
- Preside over meetings in the President absence Recruit new members for committees
- Attend 1/2 of social networking events each month
- Other duties as assigned

### VICE-PRESIDENT

- Assume the Office of President Elect the following year
- Coordinate annual elections
- Preside over meetings in the President Elect's absence Recruit new members for committees
- Attend 1/2 of social networking events each month
- Other duties as assigned

### 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



# Millard Business ASSOCIATION

---

- Attend 1/2 of social networking events each month
- Other duties as assigned

## TREASURER

- Deposit income, write checks, process reimbursements and mail payments
- Scan or save any receipts, invoices, reimbursement, bank transactions to the MBA Google Drive and submit to bookkeeper
- Liaison between bank, Board of Directors and bookkeeper
- Report Association financial data to the Board of Directors
- Guide referral group treasurer questions about bank account
- Oversee reserve funds
- Visit the PO Box once a week to check for MBA payments or invoices that need to be paid
- Helping to set up budgets for committees
- Monitor and filter Treasurer email and respond if needed
- Attend 1/2 of social networking events each month
- Other duties as assigned

## SPONSORSHIP

- Generates sponsorship dollars for MBA
- Soliciting other organizations or businesses in the community for sponsorship and advertising opportunities
- Manages the delivery of sponsorship benefits
- Develops, maintains, and utilizes media contacts
- Creates ways to promote MBA in the community
- Attend 1/2 of social networking events each month
- Other duties as assigned

## MEMBER AT LARGE - MEMBERSHIP

- Oversee the following committee chairs: Elections, Expo, Ambassadors, Ribbon Cutting
- Interact with all Committees Chairs and Committee members
- Assist with recruitment of members for committees
- Oversee Committee Budgets



# Millard Business ASSOCIATION

---

- Other duties as assigned
- Serves as the MBA Liaison on the MBCF Board.

## MEMBER AT LARGE - NETWORKING

- Oversee the following Committee Chairs: Networking, Referral Groups, Marketing
- Interact with all Committees Chairs and Committee members
- Assist with recruitment of members for committees
- Oversee Committee Budgets
- Other duties as assigned

## MEMBER AT LARGE - COMMUNITY

- Oversee the following Committee Chairs: Community Engagement Council (CEC), Millard Days, and Ribstock
- Interact with all Committees Chairs and Committee members
- Assist with recruitment of members for committees
- Oversee Committee Budgets
- Other duties as assigned