



# OFFICES, DUTIES AND RESPONSIBILITIES

This document has been designed to assist new officers to the MCASE organization. It cannot be all inclusive, but it should answer most questions. Any questions that are not answered here can be directed to the SAM Executive Director.

There is no mention of extra time spent. The extra time spent serving as an officer in MCASE should be rewarding intellectually and professionally. Remember, your colleagues have chosen you because of your special abilities which can assist the MCASE organization.

Officers should attempt to have their school districts pay for their travel and per diem if possible. This should be a relatively easy thing to sell to school districts as it enhances a district's reputation to have its administrators hold a state office. If this is not possible, travel costs can be submitted to MCASE. Our funds are somewhat limited, but it is not the intention of this organization to be a financial burden to its members.

## PRESIDENT

**Term:** Two year – July 1 through June 30<sup>th</sup>.

Automatically assumes the role of President after fulfilling the duties of the President elect.

### **Duties and Responsibilities:**

- Must be a member of MCASE.
- Must be able to attend required meetings.
- Serve on the MCASE Executive Committee and MCASE Governing Board
- Call for and conduct Executive Committee, Governing Board, and general membership meetings as needed.
- In charge of conferences (fall and winter if membership determines a winter conference is necessary in addition to the MCEC conference) with SAM office assistance (site, speakers, themes).
- Coordinate with CEC for their spring conference in coordination with MCASE's CEC representative.
- Encourage State Leaders attendance at conferences.
- Work with SAM for the New Leaders' Conference.
- Supply CASE Unit Report yearly, due in July (contact SAM Associate Director for materials and details).
- Formulate and distribute board agendas with SAM Executive Director.
- Submit a minimum of two articles a year for the *SAM Bulletin* and encourage membership to contribute articles for the *SAM Bulletin*. The SAM Associate Director

will send out a list of when the two required articles are due (usually for the November and June issues).

- Represent MCASE when deemed necessary by the SAM Executive Director.
- Facilitate legislative lobbying when needed and/or coordinate MCASE Legislative Committee.
- Serve as a liaison between MCASE and the Montana Office of Public Instruction.
- Attend the MTSS/RTI Stakeholders meetings.
- Assign committee chairpersons and review their roles and responsibilities.
- Author and send appropriate correspondence when necessary.
- Represent MCASE on the SAM Executive Board.
- Attend MCASE regional meetings as requested.
- Appoint MCASE members to serve on established SAM committees.
- Assist President-Elect in the transition to President.
- Promote and encourage professional growth among MCASE membership.
- Maintain contact and work closely with other affiliates under the SAM umbrella.
- Develop press releases coordinating with SAM Executive Director.
- Work with SAM Executive Director in establishing MCASE budget.
- Approve all MCASE vouchers/claims as presented by the SAM Executive Director.
- Attend the CASE Board of Directors meeting in the fall of each year.
- Preside over at least two MCASE business meetings.
- Supply the MCASE membership a written report regarding SAM activity at each spring membership meeting.

### **President's Meetings/Obligations and (Expenses)**

- January- SAM Board Meeting  
(Local district/MCASE)
- February/March –Assist with CEC Meeting & MCASE Board Meeting  
(Local district/MCASE)  
SAM Executive Board Meeting  
(Local district/MCASE)
- April- SAM Board of Directors Meeting  
(Local district/MCASE)
- June - SAM Board of Directors Meeting  
(Local district/MCASE)
- July/August - Work with SAM Executive Director in organizing and implementing the New Leaders' Conference  
(Local district/MCASE)
- September- Work with SAM Executive Director in organizing and implementing the Fall MCASE Conference  
(Local district/MCASE)
- October- SAM Board of Directors & Business Meeting at MCEL  
(Local district, it is our hope all members will be present and attend MCEL)

Montana Conference of Education Leadership  
(Local district)

## **PRESIDENT ELECT**

**Term:** Two year - July 1 to June 30

**Election:** The President Elect position is an elected position via the MCASE membership. Candidates for the President Elect position shall be nominated by the Governing Board. Elections take place at the spring business meeting of each odd numbered year. If more than two (2) candidates are nominated, the Governing Board shall vote on two (2) candidates to be placed on the ballot.

### **Duties and Responsibilities:**

- Must be a member of MCASE.
- Able to attend required meetings.
- Serve on the MCASE Executive Committee and Governing Board.
- Complete the application for the Recruitment Grant with OPI (contact SAM associate Director for details and materials).
- Preside over the annual MCASE membership luncheon/banquet at the Spring Conference.
- Must be willing to serve in the capacity of President when deemed necessary by the MCASE President.
- Represent the MCASE President in his/her absence.
- Promote harmony and good working relationships with all SAM affiliates.
- Attend the CASE Board of Directors meeting in the fall of the second year of the term.
- Performs other duties as requested by the President.

### **President Elect Meetings/Obligations and (Expenses)**

February/March -	MCASE Board Meeting (Local district)
September -	Fall MCASE Conference (Local district)
October -	Montana Conference of Education Leadership (Local district)

## **PAST PRESIDENT**

**Term:** Two year – July 1 to June 30<sup>th</sup>.

**Election:** Automatically assumes the role of Past President after fulfilling the duties of the Presidency.

**Duties and Responsibilities:**

- Serve on the MCASE Executive Committee and Governing Board.
- Serve as advisor to the President and President Elect.
- Ensure a smooth transition between the President and the President Elect.
- Aid committee chairpersons when appropriate.
- Serve in an Ad Hoc capacity when needed.
- Responsible to survey five (5) MCASE regions in search of retirees and establish a list three weeks prior to MCASE spring conference.
- Coordinate nominations and plaques for MCASE Awards
- Complete and distribute annual salary survey of the MCASE membership.
- Promoted professional growth among the MCASE membership.
- Promote harmony and good working relationships with all SAM affiliates.
- Perform other duties as requested by the President.

**Past President Meetings/Obligations and (Expenses)**

February/March-	MCASE Board Meeting (Local district)
September-	Fall MCASE Conference (Local district)
October-	Montana Conference of Education Leadership (Local district)

**SECRETARY**

**Term:** Two year – July 1 to June 30

**Appointment:** The Secretary position is an elected position via the MCASE membership. Candidates for the Secretary position shall be nominated by the Governing Board. Elections take place at the spring business meeting of each even numbered year. If more than two (2) candidates are nominated, the Governing Board shall vote on two (2) candidates to be placed on the ballot.

**Duties and Responsibilities:**

- Promote professional growth among the MCASE membership.
- Promote harmony and good working relationships with all SAM affiliates.
- Perform other duties as requested by the President.
- Record and disseminate minutes at MCASE board and general membership meetings.
- Serve on the MCASE Governing Board.

- Perform other duties as requested by the President.

## **CEC REPRESENTATIVE**

**Term:** Two year – July 1 to June 30<sup>th</sup>

**Appointment:** The CEC Representative position is an elected position via the MCASE membership. Candidates for the CEC Representative position shall be nominated by the Governing Board. Elections take place at the spring business meeting of each even numbered year. If more than two (2) candidates are nominated, the Governing Board shall vote on two (2) candidates to be placed on the ballot.

### **Duties and Responsibilities:**

- Represent MCASE on the planning of the MCEC conference team.
- Serve as a liaison between MCASE and MCEC.
- Assist in determining MCASE membership needs and associated presentations at MCEC conferences.
- Give annual updates regarding the working relationship between MCASE and MCEC.
- Promoted professional growth among the MCASE membership.
- Promote harmony and good working relationships with all SAM affiliates.
- Perform other duties as requested by the President.
- Serve on the MCASE Governing Board.
- Perform other duties as requested by the President.

## **SAM LEGISLATIVE STEERING COMMITTEE REPRESENTATIVE**

**Term:** Two year – July 1 to June 30<sup>th</sup>

**Appointment:** President appoints with approval from the Executive Board

### **Duties and Responsibilities:**

- Represent MCASE on the SAM Legislative Steering Committee.
- Serve on the MCASE Governing Board.
- Serve on the SAM Delegate Assembly as your respective regional representative.
- Legislative advisor to President, President Elect and MCASE Delegate Assembly representatives.

## **GOVERNING BOARD**

**Term:** Two year - July 1 to June 30<sup>th</sup>

**Appointment** - In accordance with the MCASE Strategic Plan, the five (5) regional chairs along with the President, President-Elect, Immediate Past President, Secretary, MCEC Representative and Legislative Steering Committee Representative shall make up the MCASE Governing Board.

The recognized regional administrative groups are: Region I, Region II, Region III, Region IV, and Region V.

### **Duties and Responsibilities:**

- Determines the exact date and place of the annual meeting.
- Shall conduct necessary business between annual meetings of the membership.
- Nominate 2 candidates for the President Elect position every odd year. A bio of each candidate will be developed and disseminated to the membership prior to the voting at the spring meeting.
- Shall attend to the promotion of the best interest of the Association.
- Shall fill vacancies of office which occur during the regular term, provided that if a vacancy occurs in the Governing Board of any of the five (5) regional directors, this vacancy shall be filled by the regional administrative group involved.
- The Governing Board may remove an officer upon two-thirds (2/3) vote of the Executive Committee.
- Shall approve the annual budget and expenditures from the budget and present it to the membership for a vote at the spring meeting.
- It is recommended that Regional Directors serve a two (2) year term to correspond with the legislative sessions so that the continuity of leadership is maintained.
- Conduct regional meetings a minimum of twice a year.
- Disseminate a schedule of and notes from regional meetings to the MCASE President, President Elect and SAM Executive Director so that they may be posted on the MCASE website.
- Disseminate information.

## **DELEGATE ASSEMBLY MEMBERS**

**Term:** Two year- July 1 to June 30<sup>th</sup>

**Appointment:** Each of the 5 regions will be represented by the chair of that region with the exception of the region in which the delegate assembly steering committee representative is from. The delegate assembly steering committee representative will represent their respective region in lieu of the regional chair. If the regional chair is unable to attend the delegate assembly, they will appoint someone to take their place.

### **Duties and Responsibilities**

- Read the SAM resolutions and position statements and get feedback from the MCASE membership on resolutions as necessary.
- Represent MCASE at the Delegate Assembly.
- Report back to the general membership of the results of the Delegate Assembly.

## **EXECUTIVE COMMITTEE**

**Term:** Two year - July 1 to June 30<sup>th</sup>

The President, President-Elect, Immediate Past President make up the Executive Committee.

### **Duties and Responsibilities:**

- The Executive Committee shall be the administrative body of the Association, subject to call of the President. Members shall supplement and assist the President in the conduct of his/her office.
- The Executive Committee shall maintain Duties and Responsibilities to be used as guidelines for MCASE officers and representatives.
- Recommend changes to annual dues to be presented to the membership at the spring meeting.

## **MCASE COMMITTEES**

MCASE Committees are formed and dissolved based on the needs determine in the Strategic Plan. Each committee will have a chair that is responsible for facilitating committee meetings as well as getting the notes from each meeting back to the president and president elect. For current committees, committee members, and committee activity summaries see the MCASE Committee Work tab on the website.