



## **Offices, Duties and Responsibilities Handbook** (Revised 1.27.19)

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

There is no mention of extra time spent. The extra time spent serving as an officer in MAEMSP should be rewarding intellectually and professionally. Remember, your colleagues have chosen you because of your special abilities which can assist our 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 MAEMSP. Our funds are somewhat limited, but it is not the intention of this organization to be a financial burden to its members.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
PRINCIPALS  
JOB DESCRIPTION**

***PRESIDENT***

**I. NATURE OF POSITION:**

- A. The President of the Montana Association of Elementary and Middle School Principals shall be responsible to encourage professional activity, growth, and study among elementary and middle school principals of Montana.
- B. The President shall work cooperatively with other elementary and middle school principals, other organizations, and interested individuals to work toward the continual improvement of education.
- C. The President shall be responsible for all MAEMSP activities.
- D. The President shall be responsible to the MAEMSP Board of Directors in carrying out the duties of office of President.

**II. TYPICAL DUTIES:**

- A. Promote and encourage professional growth among the members of MAEMSP.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. Serve as President for one (1) year immediately following the re-organizational meeting.
- D. Chair the re-organizational MAEMSP Board of Directors meeting held each spring.
- E. Call the MAEMSP Board of Directors meetings of the Association and preside over the meetings.
- F. Prepare in advance an agenda for each MAEMSP Board of Directors meeting, with the assistance of the MAEMSP Board of Directors, and cause same to be published prior to the meeting.
- G. Coordinate all activities between MAEMSP and NAESP in cooperation with the State Representative.
- H. Keep an up-to-date file on all past MAEMSP activities.
- I. See that all MAEMSP Board of Directors members carry out their respective responsibilities.
- J. Work in cooperation with the Regional Directors and assist them in developing a strong, active program at the District level.
- K. Provide information for the SAM Bulletin. or communicate regularly with members through the format(s) chosen by the Board of Directors.
- L. Appoint MAEMSP Board of Directors members for any unexpired term.

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- M. Keep a list of updated and revolving Standing Committees with each Committee composed of MAEMSP members.
- N. Appoint the SAM Board Representative and Middle School Representative positions.
- O. Appoint two Ad Hoc members to serve on the Board of Directors, one from OPI and one retired. The Ad Hoc members shall have no voting rights.
- P. Appoint Chairperson to all Standing Committees.
- Q. Assist the Regional Directors in appointing all Standing Committee members.
- R. Serve as an ex-officio member of all Standing and Appointed Committees of MAEMSP.
- S. Serve on the MAEMSP Budget Committee.
- T. Appoint members to the Nominating Committee for the offices of Vice President, Regional Director, State Representative and Federal Relations Coordinator.
- U. Appoint an Election Committee.
- V. Write annually a letter to all new Montana principals welcoming them and encouraging membership.
- W. Attend all MAEMSP and SAM meetings and take an active role in supporting the goals of MAEMSP, NAESP and SAM.
- X. Attend the MAEMSP and SAM Annual State Conventions.
- Y. Attend the NAESP National Convention as a delegate to NAESP Delegate Assembly and seek to promote such business activities that best promote the interest of MAEMSP.
- Z. Attend the NAESP Leadership Conference.
- AA. Perform other duties as may be assigned by the MAEMSP Board of Directors.

**III. QUALIFICATIONS:**

- A. Be an active member of both MAEMSP and NAESP.
- B. Be willing to assume the responsibilities and duties of President and Past President.
- C. Be able to be released by the District from which you are employed to attend all MAEMSP Board of Directors meetings (both MAEMSP and SAM), the MAEMSP Annual State Conference, the SAM Annual State Conference, the NAESP Leadership Conference and the NAESP National Convention.
- D. Be committed to the goals of MAEMSP, NAESP and SAM and be willing to promote these goals.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
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***PRESIDENT-ELECT***

**I. NATURE OF POSITION:**

- A. The President-Elect of the Montana Association of Elementary and Middle School Principals shall be responsible to encourage professional activity, growth, and study among elementary and middle school principals of Montana.
- B. The President-Elect shall work cooperatively with other elementary and middle school principals, other organizations, and interested individuals to work toward the continual improvement of education.
- C. The President-Elect shall be responsible to the MAEMSP Board of Directors in carrying out the duties of office of President-Elect.

**II. TYPICAL DUTIES:**

- A. Promote and encourage professional growth among the members of MAEMSP.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. Serve as President-Elect for one (1) year immediately following the reorganizational meeting.
- D. Be responsible for the organization and coordination of the MAEMSP Annual State Convention and preside over said convention.
- E. Assist the President in the performance of his/her duties.
- F. Perform all duties of the President in his/her absence.
- G. Serve as the Presiding Chairperson at the MAEMSP Annual State Conference Business Meeting.
- H. Work in cooperation with the Regional Directors and assist them in developing a strong, active program at the Regional level.
- I. Act as a liaison between the Legislative Committee and the MAEMSP Board of Directors and serve on said Committee (when convened).
- J. Communicate regularly with members through the format(s) chosen by the Board of Directors.
- K. Attend all MAEMSP and SAM meetings and take an active role in supporting the goals of MAEMSP, NAESP and SAM.
- L. Attend the MAEMSP and SAM Annual State Conferences.

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- M. Attend the NAESP National Convention as a delegate to NAESP Delegate Assembly and seek to promote such business activities that best promote the interest of MAEMSP.
- N. Attend the NAESP Leadership Conference.
- O. Ascend to President as the President moves to Past President.
- P. Perform other duties as may be assigned by the President or the MAEMSP Board of Directors.

**III. QUALIFICATIONS**

- A. Be an active member of both MAEMSP and NAESP for at least two (2) years.
- B. Be willing to assume the responsibilities and duties of President-Elect, President and Past President.
- C. Be able to be released by the District from which you are employed to attend all MAEMSP Board of Directors meetings (both MAEMSP and SAM), the MAEMSP Annual State Conference, the SAM Annual Conference, and the NAESP National Convention.
- D. Be committed to the goals of MAEMSP, NAESP and SAM and be willing to promote these goals.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
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***VICE PRESIDENT***

**I. NATURE OF POSITION:**

- A. The Vice President of the Montana Association of Elementary and Middle School Principals shall be responsible to encourage professional activity, growth, and study among elementary and middle school principals of Montana.
- B. The Vice President shall work cooperatively with other elementary and middle school principals, other organizations, and interested individuals to work toward the continual improvement of education.
- C. The Vice President shall be responsible to the MAEMSP Board of Directors in carrying out the duties of the office of Vice President.

**II. TYPICAL DUTIES:**

- A. Promote and encourage professional growth among the members of MAEMSP.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. Serve as Vice President for one (1) year immediately following the re-organizational meeting.
- D. Assist the President in the performance of his/her duties.
- E. Work in cooperation with Regional Directors and assist them in developing a strong representative and active program at the Regional level.
- F. Serve as chairperson of the Nominating Committee for the office of Vice President, State Representative and Federal Relations Coordinator.
- G. Act as a liaison between the Legislative Committee and the MAEMSP Board of Directors and serve on said Committee (when convened).
- H. Communicate regularly with members through the format(s) chosen by the Board of Directors.
- I. Attend all MAEMSP and SAM meetings and take an active role in supporting the goals of MAEMSP, NAESP and SAM.
- J. Attend the MAEMSP and SAM Annual State Conferences.
- K. Serve as the Presiding Chairperson of the Awards Banquet at the MAEMSP Annual State Conference.

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**III. QUALIFICATIONS**

- A. Be an active member of both MAEMSP and NAESP for at least two (2) years.
- B. Be willing to assume the responsibilities and duties of Vice President, President-Elect, President and Past President.
- C. Be able to be released by the District from which employed to attend all MAEMSP Board of Directors meetings (both MAEMSP and SAM), the MAEMSP Annual State Conference, the NAESP National Convention and the SAM Annual State Conference.
- D. Be committed to the goals of MAEMSP, NAESP and SAM and be willing to promote these goals.

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***PAST PRESIDENT***

**I. NATURE OF POSITION:**

- A. The Past President of the Montana Association of Elementary and Middle School Principals shall be responsible to encourage professional activity, growth, and study among elementary and middle school principals of Montana.
- B. The Past President shall work cooperatively with other elementary and middle school principals, other organizations, and interested individuals to work toward the continual improvement of education.
- C. The Past President shall be responsible to the MAEMSP Board of Directors in carrying out the duties of the office of Past President.

**II. TYPICAL DUTIES:**

- A. Promote and encourage professional growth among the members of MAEMSP.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. Meet with the President-Elect prior to the end of his/her term to provide a smooth transition to the office of President.
- D. Assist the President in the execution of his/her office.
- E. Be responsible for all MAEMSP job description revisions.
- F. Up-date the Constitution from year to year and communicate with members through the format(s) chosen by the Board of Directors) two (2) weeks before the MAEMSP Annual State Conference.
- G. Train new Regional Directors in the execution of their office and meet with them at the SAM Conference.
- H. Advise Regional Directors as to their duties as described in their job description.
- I. Chair the MAEMSP Awards Committee and be responsible for all awards given at the MAEMSP State Annual Conference.
- J. Serve on the SAM Awards Committee.
- K. Attend all MAEMSP and SAM meetings and take an active role in supporting the goals of MAEMSP, NAESP and SAM.
- L. Attend the MAEMSP and SAM Annual State Conferences.



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- M. Be willing to preside over a general session at the MAEMSP Annual State Conference if assigned by the President-Elect.
- N. Perform other duties as may be assigned by the President or the MAEMSP Board of Directors.

**III. QUALIFICATIONS**

- A. Be an active member of both MAEMSP and NAESP.
- B. Be willing to assume the responsibilities and duties of Past President.
- C. Be able to be released by the District from which employed to attend all MAEMSP Board of Directors meetings (both MAEMSP and SAM), the MAEMSP Annual State Conference and the SAM Annual State Conference.
- D. Be committed to the goals of MAEMSP, NAESP and SAM and be willing to promote these goals.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
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***REGIONAL DIRECTOR***

**I. NATURE OF POSITION:**

- A. The Regional Director of the Montana Association of Elementary and Middle School Principals shall be responsible to encourage professional activity, growth, and study among elementary and middle school principals of Montana.
- B. The Regional Director shall work cooperatively with other elementary and middle school principals, other organizations, and interested individuals to work toward the continual improvement of education.
- C. The Regional Director shall be responsible to the MAEMSP Board of Directors in carrying out the duties of the office of Regional Director.

**II. TYPICAL DUTIES:**

- A. Promote and encourage professional growth among the members of MAEMSP.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. Serve as a Regional Director for three (3) consecutive years immediately following the reorganizational meeting.
- D. Maintain an active organization that meets regularly in your Region and promote the MAEMSP, NAESP and SAM goals set forth by the Association.
- E. Work with the Past President in the execution of your office.
- F. Promote membership within your Region and act as a liaison between the membership, MAEMSP and NAESP (State Representative).
- G. Send at least one (1) newsletter to your Region's membership each year, preferably before the SAM Annual State Conference, promoting membership and involvement in MAEMSP, NAESP and SAM.
- H. Have the continuing goal of increasing members in MAEMSP and NAESP, more than the previous year from within your Region.
- I. Keep an up-to-date roster of the membership within your Region.
- J. Conduct at least two (2) meetings annually with the members in your Region.
- K. Report on these meetings at the MAEMSP Annual State Conference Business Meeting and all MAEMSP Board of Directors meetings.

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- L. Keep an orderly notebook of items of importance to pass on to the newly elected Regional Director at the MAEMSP Annual State Reorganizational meeting.
- M. Serve as Chairperson of your Regional Director's Nominating Committee.
- N. Appoint all Standing Committee members with the assistance of the President.
- O. Assist the President in the performance of his/her duties.
- P. Seek support for appropriate legislation and see that this information be directed to the legislators within his/her Region.
- Q. Encourage Regional members to be active in legislative issues.
- R. Communicate regularly with members through the format(s) chosen by the Board of Directors.
- S. Attend all MAEMSP Board of Directors meetings and take an active role in supporting the goals of MAEMSP, NAESP and SAM.
- T. Attend the MAEMSP and SAM Annual State Conferences.
- U. Be willing to preside over a general session at the MAEMSP Annual State Conference if assigned by the President-Elect.
- V. Perform other duties as may be assigned by the President or the MAEMSP Board of Directors.

**III. QUALIFICATIONS**

- A. Be an active member of MAEMSP and NAESP for at least one (1) year.
- B. Be willing to assume the responsibilities and duties of the Regional Director.
- C. Be able to be released by the District from which employed to attend all MAEMSP Board of Directors meetings, the MAEMSP Annual State Conference and the SAM Annual State Conference.
- D. Be committed to the goals of MAEMSP, NAESP and SAM and be willing to promote these goals.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
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***STATE REPRESENTATIVE***

**I. NATURE OF POSITION:**

- A. The State Representative of the Montana Association of Elementary and Middle School Principals shall be responsible to encourage professional activity, growth, and study among elementary and middle school principals of Montana.
- B. The State Representative shall work cooperatively with other elementary and middle school principals, other organizations, and interested individuals to work toward the continual improvement of education.
- C. The State Representative shall be responsible to the MAEMSP Board of Directors of MAEMSP and NAESP.
- D. The State Representative shall be the coordinator of all membership activities at the National, State and Regional level.

**II. TYPICAL DUTIES:**

- A. Promote and encourage professional growth among the members of MAEMSP.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. When elected, serve a three (3) year term immediately following the re-organizational meeting.
- D. Keep an up-to-date roster of MAEMSP membership.
- E. Coordinate the MAEMSP and NAESP membership campaigns.
- F. Keep an orderly notebook of items of importance to pass on to the newly elected State Representative.
- G. Meet with the new State Representative to make a smooth office transition.
- H. Assist the President in the performance of his/her duties.
- W. Communicate-regularly with members through the format(s) chosen by the Board of Directors.
- I. Serve as a liaison between the MAEMSP and the NAESP.
- J. Advise the MAEMSP Board of Directors on policies and programs of NAESP.
- K. Participate in the election of the Nominating Committee and its Chairperson for NAESP.
- L. Attend all MAEMSP Board of Directors meetings and take an active role in supporting the goals of MAEMSP and NAESP.

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- M. Attend the MAEMSP and SAM Annual State Conferences.
- N. Be willing to preside over a general session at the MAEMSP Annual State Conference if assigned by the President-Elect.
- O. Attend the NAESP National Convention as a delegate to NAESP Delegate Assembly and seek to promote such business activities that best promote the interest of MAEMSP.
- P. Organize the Montana booth at the NAESP National Convention.
- Q. Attend the NAESP Leadership Conference.
- R. Perform other duties as assigned by the MAEMSP Board of Directors.

**III. QUALIFICATIONS**

- A. Be an active member of both MAEMSP and NAESP for at least two (2) years.
- B. Be able to be released by the District from which employed to attend all MAEMSP Board of Directors meetings, the MAEMSP Annual State Conference, the SAM Annual State Conference, the NAESP Leadership Conference, the NAESP Annual Convention, and other NAESP meetings called for by the NAESP Executive Board.
- C. Be willing to assume all responsibilities and duties of the State Representative.
- D. Be committed to the goals of MAEMSP, NAESP and SAM and be willing to promote these goals.

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***FEDERAL RELATIONS COORDINATOR***

**I. NATURE OF POSITION:**

- A. The Federal Relations Coordinator of the Montana Association of Elementary and Middle School Principals shall be responsible to encourage professional activity, growth, and study among elementary and middle school principals of Montana.
- B. The Federal Relations Coordinator shall work cooperatively with other Elementary and Middle School Principals, other organizations, and interested individuals to work toward the continual improvement of education.
- C. The Federal Relations Coordinator shall be responsible for being the liaison between the Montana Congressional Delegation and the MAEMSP membership.
- D. The Federal Relations Coordinator shall keep a constant watch on federal legislation that affects the elementary and middle school principal in Montana.
- E. The Federal Relations Coordinator shall be responsible to the MAEMSP Board of Directors of MAEMSP and NAESP.

**II. TYPICAL DUTIES:**

- A. Promote and encourage professional growth among the members of MAEMSP.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. When elected, serve a three (3) year term immediately following the re-organizational meeting.
- D. Keep an orderly notebook of items of importance to pass on to the newly elected Federal Relations Coordinator.
- E. Meet with the new Federal Relations Coordinator to make a smooth office transition.
- F. Chair the MAEMSP Federal Relations Committee (when convened).
- G. Chair the Federal Relations Committee (when convened) meeting at the MAEMSP Annual State Conference and any other meetings of the Federal Relations Committee (when convened).
- H. Keep the members of the Federal Relations Committee (when convened) informed of national issues in education that affect Montana children.
- I. Assist the President in the performance of his/her duties.

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- J. Keep abreast of all federal legislation affecting the elementary and middle school principal and elementary and middle schools.
- K. Be willing to write congressman on pending legislation.
- L. Make recommendations and submit resolutions to the MAEMSP membership concerning federal legislation.
- M. Attend the SAM Delegate Assembly as a MAEMSP non-voting member or alternate.
- N. Work closely with the MAEMSP Legislation and Resolutions Committee Chairperson (when convened).
- O. Report to the MAEMSP membership at the MAEMSP Annual State Conference and at other times during the year as the need arises.
- X. Communicate regularly with members through the format(s) chosen by the Board of Directors.
- P. Attend all MAEMSP Board of Directors meetings and take an active role in supporting the goals of MAEMSP and NAESP.
- Q. Attend the MAEMSP and SAM Annual State Conferences.
- R. Be willing to preside over a general session at the MAEMSP Annual State Conference if assigned by the President-Elect.
- S. Attend the NAESP Leadership Conference and the NAESP National Convention.
- T. Coordinate visits to the offices of the Montana congressional delegation during the NAESP Leadership Conference.
- U. Perform other duties as may be assigned by the President or the MAEMSP Board of Directors.

**III. QUALIFICATIONS**

- A. Be an active member of MAEMSP and NAESP for at least two (2) years.
- B. Be able to be released by the District from which employed to attend all MAEMSP Board of Directors meetings, the MAEMSP Annual State Conference, the SAM Annual State Conference, the NAESP Leadership Conference and the NAESP National Conference.
- C. Be willing to assume all responsibilities and duties of the Federal Relations Coordinator.
- D. Be willing to research and promote good legislation that will benefit elementary and middle schools.
- E. Be committed to the goals of MAEMSP, NAESP and SAM and be willing to promote these goals.

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***SAM REPRESENTATIVES***

**I. NATURE OF POSITION:**

- A. The SAM Representatives of the Montana Association of Elementary and Middle School Principals shall be responsible to principals of Montana.
- B. The SAM Representatives shall work cooperatively with other elementary and middle school principals, other organizations, and interested individuals to work toward the continual improvement of education.
- C. The SAM Representatives shall represent all MAEMSP regions at SAM Board meetings. It is suggested that one representative will represent the Western and South Western Regions and one representative will represent the North Central, Eastern, and North Eastern Region.
- D. The SAM Representative shall be responsible to the MAEMSP Board of Directors in carrying out their duties and responsibilities.
- E. The SAM Representatives shall convey middle school issues to the SAM Board of Directors.

**II. TYPICAL DUTIES:**

- A. Promote and encourage professional growth among the members of MAEMSP and SAM.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. Serve as a SAM Representative for three (3) consecutive years immediately following the reorganizational meeting.
- D. Be actively committed to promoting the goals of SAM and MAEMSP.
- E. Represent SAM and MAEMSP when deemed necessary by the President and/or the Board of Directors.
- F. Ensure that effective two-way communications take place between the MAEMSP Regions and the SAM Board of Directors.
- G. Conduct legislative lobbying as needed.
- H. Complete the Executive Director's evaluation form and return to the SAM President by the designated date. Review the compilation of results at the April SAM Board of Directors meeting.
- I. Communicate regularly with members through the format(s) chosen by the Board of Directors.
- J. Attend all MAEMSP Board of Directors meetings and take an active role in supporting the goals of MAEMSP, NAESP and SAM.



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- K. Attend the MAEMSP and SAM Annual State Conferences.
- L. Attend the SAM Delegate Assembly as one of the representatives from your Region and Co-Chair the MAEMSP delegation.
- M. Perform other duties as may be assigned by the President or the MAEMSP Board of Directors.

**III. QUALIFICATIONS**

- A. Be an active member of MAEMSP and NAESP for at least two (2) years.
- B. Be willing to assume the responsibilities and duties of the SAM Representative.
- C. Be able to be released by the District from which employed to attend all MAEMSP & SAM Board meetings, the MAEMSP Annual State Conference and the SAM Annual State Conference.
- D. Be committed to the goals of MAEMSP, NAESP and SAM and be willing to promote these goals.

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***MIDDLE SCHOOL REPRESENTATIVE***

**I. NATURE OF POSITION:**

- A. The Middle School Representative of the Montana Association of Elementary and Middle School Principals shall be responsible for providing the MAEMSP membership with information concerning the middle school system in the State of Montana.
- B. The Middle School Representative shall be responsible to the MAEMSP Board of Directors in carrying out the duties of Middle School concerns.

**II. TYPICAL DUTIES:**

- A. Promote and encourage professional growth among the members of MAEMSP.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. Serve as a Middle School Representative for three (3) consecutive years immediately following the re-organizational meeting
- D. Make recommendations to the MAEMSP Board and membership concerning middle school issues.
- E. Work to develop professional development opportunities for middle school members statewide.
- F. Chair a Middle School meeting at the MAEMSP Annual State Conference.
- G. Serve as a communications liaison between the MAEMSP Board of Directors and the middle school Communicate regularly with members through the format(s) chosen by the Board of Directors and direct contact with the Regional Directors.
- H. Review local school concerns from other members and disseminate that information to all middle school members and SAM Board Reps.
- I. Report to the MAEMSP membership at the MAEMSP Annual State Conference and at other times during the year as the need arises.
- J. Perform other duties as may be assigned by the President or the MAEMSP Board of Directors.

**III. QUALIFICATIONS**

- A. Be an active member of MAEMSP and NAESP for at least two (2) years.
- B. Be willing to assume the responsibilities and duties of the Middle School Representative.

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- C. Be able to be released by the District from which employed to attend all MAEMSP & SAM Annual State Conference.
- D. Be committed to the goals of MAEMSP, NAESP and SAM and be willing to promote these goals.

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*REIMBURSED ACTIVITIES - Revised 11-21-14, 1-26-16, 4-28-17*

**SAM Board Meetings**

- Past President
- President
- President-Elect
- Vice President
- Members at Large (SAM Reps)

**MAEMSP Spring Re-Organizational Meeting**

Board of Directors (newly elected and outgoing members)

**MAEMSP Annual State Conference (conference dates only/conference registration only – no pre-conference)**

- President
- President-Elect
- Vice President

**NAESP Leadership Conference\***

- President (1/2 air travel is paid by NAESP) OR President-Elect (1/2 air travel is paid by NAESP)
- State Representative (airfare, hotel, airport shuttle, meals paid by NAESP)
- Federal Relations Coordinator (1/2 hotel, airport shuttle, meals, and hotel-shuttle tips paid by NAESP)
- President-Elect (MAEMSP if President is attending and therefore not reimbursed by NAESP)
- SAM Office Staff Member (MAEMSP)

**\*Changes in Reimbursement of Expenses are subject to change at the annual approval of the NAESP Board of Directors.**

**NAESP National Convention (convention dates only/ no pre-convention)**

- President
- President-Elect
- State Representative
- Federal Relations Coordinator
- NAESP Conference Incentive Winner
- \*Middle School Rep - ONLY-ONCE in their 3-year term
- SAM Office Staff Member

MAEMSP State Conference and MCEL expenses for Board members may be requested, if necessary. The President must approve all requests and payments. Reimbursed activities by MAEMSP include per diem, mileage and accommodations. **ALL** reimbursed expenses should be documented on the SAM Travel Expense Form.

If a member is unable to attend a reimbursed activity as defined above, the MAEMSP Executive Board shall convene and select a replacement from the membership to attend the activity.

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(Officers should attempt to have their school district pay for their travel and per diem (for in-state travel) 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 MAEMSP. Our funds are somewhat limited, but it is not the intention of this organization to be a financial burden to its members.)

***MAEMSP and SAM MEETING DATES  
for Planning Purpose***

**MAY**

MAEMSP Reorganizational Meeting

**JUNE**

SAM Board Meeting  
SAM Delegate Assembly

**JULY**

NAESP National Convention  
SAM Administrators Institute

**OCTOBER**

SAM Annual Conference (MCEL)  
SAM Board Meeting  
SAM General Business Meeting  
MAEMSP Affiliate Meeting

**JANUARY**

MAEMSP Annual State Conference  
MAEMSP Board Meeting  
MAEMSP General Business Meeting  
SAM Board Meeting

**MARCH**

NAESP Leadership Conference

**APRIL**

SAM Executive Board MAEMSP Board of Directors Meeting  
SAM Board Meeting

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JOB DESCRIPTION**

***GENERAL COMMITTEE GUIDELINES***

The Committee work should be an on-going process with each Committee member following his/her Committee assignment. Committee members should make every effort to keep abreast of any developments in his/her area and keep all Regional members informed of these developments. At Committee meetings, Committee members should represent the feelings of the Membership. Committee members should keep all Regional members informed of the current status of any developments through regular communication with members through the format(s) chosen by the Board of Directors and direct contact with the Regional Directors.

The MAEMSP organization is only as good as the work the members are willing to do.

The President will appoint the Chairperson of each Committee. Chairperson assignments should be made at the end of the MAEMSP Annual State Conference with their term beginning May 1 and ending April 30.

All Committee members' terms will run three (3) years except when someone is completing another person's term. All Committee members shall serve on only one (1) Committee at a time.

The Committees and their membership shall be rotated from Region to Region in a clockwise direction around the state to allow for active involvement. The Committee will operate for three (3) years in each Region. The first two (2) years all members will be from the host Region. The third year two or three (2 or 3) new members will be added from the next host Region to allow for a smooth transition to a new Region the following year. The Legislation and Resolutions Committee shall be the only Committee having members from all Regions and with multiple members from the Helena area.

All Committee appointments will be made by Regional Directors, with the assistance of the President and MAEMSP Board of Directors for new terms before May 1 and/or the MAEMSP reorganizational meeting in May.

Committee members should be willing to write letters or testify on issues relevant to the Committee and MAEMSP Membership.

Each Committee member should attend both the MAEMSP and SAM Annual State Conferences and meet concerning the area of assignment. These Committee meetings should be held at a time that does not conflict with the Conference.

Committee members should, as a general guideline, be someone other than a current MAEMSP Board of Directors member so that the total membership is more actively involved.

Committee members should urge other members of the Association to be active in the organization and volunteer for Committee work.

Each Committee should annually evaluate the progress it has made concerning Committee activity.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
PRINCIPALS  
JOB DESCRIPTION**

The following are MAEMSP Committees:

Aspiring Principals  
Awards  
Federal Relations

***ACTIVE INVOLVEMENT ENCOURAGES GOOD LEADERSHIP  
IN THE ASSOCIATION***

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
PRINCIPALS  
JOB DESCRIPTION**

***ASPIRING PRINCIPALS COMMITTEE***

**I. NATURE OF POSITION:**

- A. The Aspiring Principals Committee shall be responsible for identifying those professional educators who are considering or who should consider the K-8 Principalship as a future career option.
- B. The Aspiring Principals Committee shall be responsible for compiling professional materials to be dispersed to the identified educators.
- C. The Aspiring Principals Committee shall be responsible for arranging for workshops to further orientate these future leaders.
- D. The Aspiring Principals Committee shall establish and maintain effective working relationships with teacher training colleges, MFPE, MTSBA, and Board of Public Education, OPI, NAESP, and other appropriate resources.
- E. The Aspiring Principals Committee members shall be responsible to the MAEMSP Board of Directors in carrying out the duties of Aspiring Principals.

**II. CHAIRPERSON DUTIES**

- A. Chair the Aspiring Principals Committee meeting at the MAEMSP Annual State Conference and any other meetings of the Aspiring Principals Committee.
- B. Arrange for meeting sites and plan the agenda using input garnered at the organizational meeting of the Committee.
- C. Insure the arrangements for the workshops that are planned.
- D. Make the initial contacts with the resource groups.
- E. Initiate the transition from Region to Region as the Committee moves around the state to better meet the needs of Aspiring Principals in other areas of Montana.
- F. Insure that the materials are ordered to replenish the kits for interested educators and the formal Aspiring Principals Workshop Kit, Previewing the Principalship.
- G. Serve as the key communicator between the Committee and the various groups that assist the Committee's operation.
- H. Communicate with members through the format(s) chosen by the Board of Directors on a regular basis.



**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
PRINCIPALS  
JOB DESCRIPTION**

- I. Report to the MAEMSP membership at the MAEMSP Annual State Conference and at other times during the year as the need arises.

**III. TYPICAL DUTIES:**

- A. Promote and encourage the Principalship to interested educators from throughout the state.
- B. Work closely with other groups interested in promoting public education in Montana.
- C. Assist in the selection, collection, and disbursement of Aspiring Principal materials.
- D. Assist the workshops at such gatherings as the Montana Conference of Education Leadership, Montana AGATE, MAEMSP Annual State Conference, Aspiring Administrators' Workshop, and New Leaders.
- E. Keep the membership informed of activities that are planned so that they may assist in identifying potential leaders and encouraging these future leaders.
- F. Keep all the members in each Region informed of any developments or progress through regular communication with members through the format(s) chosen by the Board of Directors and direct contact with the Regional Directors.
- G. Represent the feelings of the members in the Regions at Aspiring Principal Committee meetings.
- H. Perform other duties as may be assigned by the President or the MAEMSP Board of Directors.

**IV. QUALIFICATIONS**

- A. Be an active member of MAEMSP and NAESP.
- B. Be willing to assume the responsibilities and duties of the Aspiring Principals Committee.
- C. Be willing to work with the Committee throughout the year to promote the Principalship with the identified Aspiring Principals.
- D. Be able to be released by the District from which employed to attend the MAEMSP and SAM Annual State Conferences and other reasonable obligations to further the purposes of the Committee.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
PRINCIPALS  
JOB DESCRIPTION**

***AWARDS COMMITTEE***

**I. NATURE OF POSITION:**

- A. The Awards Committee shall be responsible for selecting all award winners. These awards are given at the annual MAEMSP State Conference.
- B. The Awards Committee shall be responsible for compiling the results of the rubrics used to determine Award winners.
- C. The Awards Committee shall be responsible for reporting the Award recipients to the Executive/Associate Director.
- D. The Awards Committee members shall be responsible to the MAEMSP Board of Directors in carrying out the duties of the Awards Committee.

**II. CHAIRPERSON DUTIES:**

- A. The Past President chairs the Awards Committee and provides nomination and deadline information to the membership through the format(s) chosen by the Board of Directors.
- B. Insures the arrangements for the award selection process are planned and rubrics for rating applicants get to each committee member.
- C. Makes the initial contact with the committee members.
- D. Arranges for meetings (either in person or through the use of technology) to review and discuss award nominees with one member from each District.
- E. Serves as the key communicator between the Committee and the various groups that assist the Committee's operation.
- F. Reports final Committee selections for Awards to Executive Director, Associate Director, and MAEMSP Board of Directors.
- G. Is responsible for presenting the Awards to the winners at the annual MAEMSP State Convention.
- H. Reports to the MAEMSP membership at the MAEMSP Annual State Conference and at other times during the year as the need arises.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
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**III. TYPICAL DUTIES:**

- A. Committee members are appointed by District Directors. Names are given to the Past President by November 1.
- B. Promote and encourage the educators and their staff members from throughout the State to nominate leaders for the Awards.
- C. Associate Director assists in the collection and disbursement of nomination materials and applications.
- D. Keeps the membership informed of nomination and deadline information regarding all Awards.
- E. Keeps all the members in each Region informed of any developments or progress through regular communication with members through the format(s) chosen by the Board of Directors and direct contact with the Regional Directors.
- F. Performs other duties as may be assigned by the President or the MAEMSP Board of Directors.

**IV. QUALIFICATIONS**

- A. Be an active member of MAEMSP and NAESP.
- B. Be willing to assume the responsibilities and duties of the Awards Committee.
- C. Be willing to work with the Committee throughout the year to promote nominations for the Awards.
- D. Be able to be released by the District from which employed to attend the MAEMSP and SAM Annual State Conferences and other reasonable obligations to further the purposes of the Committee.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
PRINCIPALS  
JOB DESCRIPTION**

**AWARDS & PROCEDURE**

Advertisement for applicants will be made through the SAM Bulletin, word of mouth, Montana teacher professional organizations (ie: MFPE), or with the assistance of school administrative assistants. All award nominations are due by December 1. Awards will be presented at the Annual MAEMSP State Convention.

Awards 1-4 have applications that must be completed:

1. Aspiring Principal Scholarship/Incentive Grant  
-Nominee must be enrolled in an administrative program
2. Adrian Langstaff Award  
-Award is for a Principal that shows outstanding service
3. National Distinguished Principal Award  
-Given for distinguished service as a Principal.
4. Convention Scholarship Award  
-Given to Principal that has never gone to a NAESP convention

Awards 5-7 do not require an application. A simple letter of nomination is all that is needed.

5. Friends of Education Award  
-Given to a person outside the field of education who has made contributions to students or schools.  
-Determined by January 10
6. Appreciation Award  
-Given for outstanding support of MAEMSP by an individual, organization or business  
-Determined by January 10
7. Executive Board Award  
-Given for outstanding service by a MAEMSP member not on the MAEMSP Board of Directors  
-Determined by January 10

Other Awards presented at the annual MAEMSP Conference:

- Past President Award
- Retirees
- Montana pins for years of membership
- Board members leaving the Board

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
PRINCIPALS  
JOB DESCRIPTION**

***FEDERAL RELATIONS COMMITTEE***

**I. NATURE OF POSITION:**

- A. The Federal Relations Committee members shall be responsible for being the liaison between the Montana Congressional Delegation and the MAEMSP membership.
- B. The Federal Relations Committee members shall keep a constant watch on federal legislation that affects the Elementary and Middle School Principal in Montana.
- C. The Federal Relations Committee members shall be responsible to the MAEMSP Board of Directors in carrying out the duties of Federal Relations.

**II. CHAIRPERSON DUTIES:**

- A. Serve as the MAEMSP/NAESP Federal Relations Coordinator.
- B. Chair the Federal Relations Committee meeting at the MAEMSP Annual State Conference and any other meetings of the Federal Relations Committee.
- C. Keep the members of the Federal Relations Committee informed of national issues in education that affect Montana children.
- D. Write congressman on pending legislation.
- E. Work closely with the MAEMSP Legislation and Resolutions Committee Chairperson.
- F. Communicate regularly with members through the format(s) chosen by the Board of Directors on a regular basis.
- G. Report to the MAEMSP membership at the MAEMSP Annual State Conference and at other times during the year as the need arises.

**III. TYPICAL DUTIES**

- A. Promote and encourage professional growth among the members of MAEMSP.
- B. Work in cooperation with other professional groups in promoting the welfare of Montana children and education.
- C. Keep abreast of all federal legislation affecting the Elementary and Middle School Principal and elementary and middle schools.
- D. Be willing to write congressman on pending legislation.

**MONTANA ASSOCIATION OF ELEMENTARY AND MIDDLE SCHOOL  
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JOB DESCRIPTION**

- E. Make recommendations and submit resolutions to the MAEMSP membership concerning federal legislation.
- F. Report annually to the MAEMSP membership concerning the year's activities.
- G. The Federal Relations Coordinator will chair this Committee.
- H. Keep all the members in each Region informed of any developments or progress through regular communication with members through the format(s) chosen by the Board of Directors and direct contact with the Regional Directors.
- I. Represent the feelings of the members in the Districts at Federal Relations Committee meetings.
- J. Perform other duties as may be assigned by the President or the MAEMSP Board of Directors.

**IV. QUALIFICATIONS**

- A. Be an active member of MAEMSP and NAESP.
- B. Be willing to assume the responsibilities and duties of the Federal Relations Committee.
- C. Be willing to research and promote good legislation that will benefit elementary and middle schools.
- D. Be able to be released by the District from which employed to attend the MAEMSP and SAM Annual State Conferences.