



M.A.S.S

**OFFICES,
DUTIES AND
RESPONSIBILITIES**

(*DRAFT Revision by the MASS Board 9-13-15)

PRESIDENT

Term: One year - April through April

Election: The President-Elect automatically assumes the presidency. The President begins service after the spring regular meeting.

Duties and Responsibilities:

- Must be a member of MASS and AASA
- Must be able to attend required meetings
- Conduct MASS executive and general membership meetings
- Formulate and distribute board agendas with SAM Executive Director
- Represent MASS when deemed necessary by the SAM Executive Director
- Facilitate legislative lobbying when needed
- Assign committee chairpersons and review their roles and responsibilities
- Send appropriate correspondence when necessary
- Represent MASS on the SAM Executive Board
- Attend MASS regional meetings as requested
- Appoint MASS members to serve on established SAM committees
- Assist President-Elect in the transition to President
- Promote and encourage professional growth among MASS membership
- Maintain contact and work closely with other affiliates under the SAM umbrella
- Develop press releases coordinating with SAM Executive Director
- Present, and encourage membership to contribute, articles for the *SAM Bulletin*
- Work with SAM Executive Director in establishing MASS budget
- Appoint a Nominating Committee for election of officers
- Approve all MASS vouchers/claims as presented by the SAM Executive Director
- Serve as Executive Committee member at SAM Delegate Assembly

President's Meetings/Obligations and (Expenses)

| | |
|-------------|---|
| March/April | Preside and conduct annual spring meeting (MASS) SAM Board Meeting (Local district/MASS) |
| April/May | Attend AASA Leadership Conference (AASA/MASS) |
| June | SAM Board of Directors Meeting/Retreat (Local district/MASS) |
| July/August | Attend AASA Advocacy Conference (Local district/MASS) – Revised 9-13-15 Work with SAM Executive Director in organizing and implementing the New Leaders' Conference (Local district/MASS) |
| September | Work with SAM Executive Director in organizing and implementing the Fall Superintendents' Conference (Local district/MASS) |
| October- | SAM Business & Board of Directors Meeting (Local district/MASS) MASS Executive Board & Affiliate Meeting (Local district/MASS) Montana Conference of Education Leadership (Local district/MASS) |
| February | Attend AASA Convention (MASS) |
| March/April | SAM Executive Board Meeting (Local district/MASS) |

PRESIDENT ELECT

Term: One year - April through April

Election: The President Elect position is an elected position via the MASS membership. Candidates for the President Elect position shall be nominated by the Executive Committee. If more than two (2) candidates are nominated, the Executive Committee shall vote on two (2) candidates to be placed on the ballot. Ballots shall be sent out to the MASS membership at the conclusion of the spring conference.

Duties and Responsibilities:

- Assumes official role as SAM board member in June
- Must be a member of MASS/AASA
- Able to attend required meetings
- Responsible to survey nine (9) MASS regions in search of retirees and present list of retirees to SAM Executive Director three weeks prior to MASS spring conference
- Preside over the annual MASS membership luncheon/banquet at the Spring Conference
- Must be willing to serve in the capacity of President when deemed necessary by the MASS President
- Serve as Chairperson on the Montana School Boards of the Year selection committee
- Represent the MASS President in his/her absence
- Promote harmony and a good working relationships with all SAM affiliates
- Take minutes at MASS board meetings
- Performs other duties as requested by the President

President Elect Meetings/Obligations and (Expenses)

| | |
|-------------|--|
| March/April | Annual Spring Meeting (Local district or individual) SAM Board Meeting (Local district/MASS) |
| April/May | Attend AASA Leadership Conference (MASS/AASA) |
| June | SAM Board of Directors Meeting/Retreat (Local district/MASS) |
| August | New Leaders' Conference (Local district/MASS) |
| September | Fall Superintendents' Conference (Local district/MASS) |
| October | SAM Business & Board of Directors Meeting (Local district/MASS) MASS Executive Board & Affiliate Meeting (Local district/MASS) Montana Conference of Education Leadership (Local district/MASS) |
| February | Attend AASA Convention (Local district/MASS) |

PAST PRESIDENT

Term: One year - April through April

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

Duties and Responsibilities:

- Serve on the MASS Board of Directors
- Serve on the SAM Board of Directors until the SAM reorganization meeting in June
- 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
- Legislative advisor to President, President Elect and SAM Legislative Committee chairperson
- Promote professional growth among the MASS 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)

| | |
|-------------|--|
| March/April | Annual Spring Meeting (Local district/MASS) SAM Board Meeting (Local district/MASS) |
| June | SAM Board of Directors Meeting/Retreat (Local district/MASS) |
| August | New Leaders' Conference (Local district/MASS) |
| September | Fall Superintendents' Conference (Local district/MASS) |
| October | SAM Business & Board of Directors Meeting (Local district/MASS) MASS Executive Board & Affiliate Meeting (Local district/MASS) Montana Conference of Education Leadership (Local district/MASS) |

REGIONAL PRESIDENTS/EXECUTIVE COMMITTEE

In accordance with the MASS Constitution, the nine (9) regional presidents along with the President, President-Elect, and the Immediate Past President shall make up the Executive Committee.

The recognized area administrative groups are: Four Rivers, SouthCentral, SouthEastern, NorthEastern, HiLine, NorthCentral, Central, Western, and NorthWest.

Duties and Responsibilities:

- The Executive Committee shall determine the exact date and place of the annual meeting
- The Executive Committee shall conduct necessary business between annual meetings of the membership
- They shall attend to the promotion of the best interest of the Association
- They shall fill vacancies of office which occur during the regular term, provided that if a vacancy occurs in the Executive Committee of any of the nine (9) area presidents, this vacancy shall be filled by the area administrative group involved
- They may remove an officer upon two-thirds (2/3) vote of the Executive Committee
- They 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 Presidents serve a two (2) year term to correspond with the legislative sessions so that the continuity of leadership is maintained.
- Conduct monthly meetings
- Disseminate information
- Appoint representatives to attend state meetings (TRS, State Board, etc.)

FEDERAL RELATIONS COORDINATOR

Term: Three years - following the Spring Conference

Selection: the Federal Relations position is appointed by the MASS Executive Board at the Spring Conference.
(Recommend 2 three year terms)

Duties and Responsibilities:

- Must be a member of MASS/AASA
- Be willing to research and promote good legislation that will benefit education
- Keep abreast of all federal legislation affecting education in Montana
- Be committed to the goals of MASS, AASA and SAM and be willing to promote these goals
- Be willing to write congressmen on pending legislation
- Be responsible for being the liaison between the Montana congressional delegation and the MASS membership
- Be responsible to the President and MASS Executive Board
- Attend MASS Executive Board meetings as a non-voting member
- Report to the MASS President, SAM Executive Director and area presidents matters of concern about education on the national level
- Make recommendations and submit resolutions to the MASS membership concerning federal legislation
- Work closely with the SAM Legislation Committee
- Report to the MASS membership at the MASS annual state conference and at other times during the year as the need arises
- Provide information for the *SAM Bulletin*
- Attend the AASA Federal Relations Conference at MASS expense
- Perform other duties as requested by the President

COMMITTEES

** Chairperson will select committee members to serve on the following committee:

AASA Incentive -

Mission Statement - To choose two candidates for the “First Time Award” The award is a trip to the AASA National Convention.

- Evaluate applications
- Make choice based on “First Timer Award” criteria
- Choose an alternate
- Make announcement at MCEL convention

Administrative Welfare -

Mission Statement - To provide administrators with information and assistance in job performance, security and well-being.

- Statewide networking: new superintendents entering/special topic network
- Job related assistance: contracts/benefits/wellness support
- Legal Assistance: investigate/informational
- This committee will endeavor to keep the membership informed through articles contributed each month in the *SAM Bulletin*

Discover Card Tribute -

Mission statement - To identify and select the nine (9) most deserving high school juniors as recipients of the scholarship awards.

- The Chairperson will arrange the place and times for procedural review of the qualified applicants
- The Chairperson will outline the selection criteria
- If decisions become difficult, the committee may conduct telephone interviews and/or personal school visits
- The committee members will meet as necessary to reach consensus
- Winners and their counselors and principals will be notified as soon as approval is obtained from AASA
- Publicity will be arranged for the local press as well as MASS

Membership -

Mission Statement - To encourage potential members to join MASS/ AASA, and let them realize the benefits from doing so. Continually monitor the membership list via the SAM office and contact those who have not joined. Strive for 100% membership via MASS/AASA. To keep the above committee together for two years without a formal meeting, instead, correspond via telephone, letters, email, fax or pony express.

- It is the chair’s responsibility to maintain contact with the SAM office to ensure there is good communication so our committee can be enlightened continually on nonmembers.

COMMITTEES - Continued

AASA Governing Board-

Mission Statement - The Governing Board will provide overall direction for AASA. By regions, the Governing Board will elect members to serve on the Executive Committee and will serve as the nominating committee for those aspiring to become AASA president-elect. The Governing Board will also approve the resolutions and legislative agenda developed by the Executive Committee and assist with developing the annual program for the association.

- Terms are on a rotation basis with candidates serving a three year term
- Election to take place the same time as the election for MASS officers.
- Attend AASA Convention yearly- Expenses (up to \$1000) covered by MASS
- Attend AASA Summer Conference - Expenses paid by AASA

School Board of the Year Award -

Mission Statement - To choose two outstanding school boards from nominations from the membership.

- President Elect will serve as Chair
- Members will be the nine (9) regional presidents
- Evaluate applications
- Make choice based on selection criteria
- Choose two school boards for recognition
- Make announcement at MCEL convention

This pamphlet has been designed to assist new officers to the MASS 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 MASS should be rewarding intellectually and professionally. Remember, your colleagues have chosen you because of your special abilities which can assist the MASS 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 MASS. Our funds are somewhat limited, but it is not the intention of this organization to be a financial burden to its members.