

## **Vice President**

### **Purpose / Function:**

The MCEC Vice President coordinates the pre-conference workshops for the Annual Conference. He/she shall have other responsibilities as designated by the President. In the event of resignation or absence of the President-Elect he/she will serve in that role.

### **Term of Office:**

Serves a one-year term of office beginning July 1. Accedes to the offices of President-Elect, President and Past President. Commitment to accede to the offices of President-Elect, President and Past President creates a four-year term of leadership involvement in MCEC.

### **Responsibilities**

1. Monitors activities of the standing and ad hoc committees
2. Serves as officer in charge in the absence or vacancy of the office of the President and/or President Elect
3. Serves as voting member of the MCEC Board.
4. Participates on the Conference Planning Committee, coordinating preconference workshops.
5. Assume other responsibilities as designated by the President.

## **Secretary**

### **Purpose:**

The MCEC Secretary shall keep accurate minutes of all meetings of MCEC, and of all meetings of the MCEC Board. He/she shall elicit, present, and record proposals for establishing or revising the MCEC Articles of Incorporation, MCEC Bylaws, and MCEC policies. The Secretary shall coordinate, maintain, and disseminate amendments to and an updated copy of the Articles of Incorporation and MCEC Bylaws. The Secretary shall have the option of appointing Ad Hoc committees as needed to fulfill these responsibilities.

### **Term of Office:**

The secretary shall be elected in odd-numbered years to serve a two-year term. Duties begin on July 1.

### **Responsibilities:**

1. Assures availability of a copy of the Michigan CEC's Constitution, standing rules, accepted order of business, minutes of previous meeting and lists of all committees at each meeting
2. Records accurately all business transacted at each meeting of MCEC and presents the minutes for approval at the next meeting
3. Reads the minutes of any previous meeting when asked to do so
4. Initiates written correspondence as requested by the President or MCEC Board
5. Maintains records of attendance of MCEC Board.
6. Assures a timely, annual call for amendments to the MCEC Bylaws; assures notice to the membership at least 30 days prior to the annual business meeting of language proposed for revision; and serves as guardian of the official documents of the organization.
7. Maintains a complete record of MCEC policies with a view to maintaining a current frame for operation of the division.
8. Presents proposed amendments to the MCEC Bylaws to the total membership and proposed amendments of the MCEC Policies and Procedures Handbook to the MCEC Board, noting actions of each body and assuring incorporation of approved amendments into the appropriate document.
9. Serves as a voting member of the MCEC Board.
10. Reports at the annual membership meeting and at other meetings of the MCEC Board.
11. Assumes other responsibilities as designated by the President.

## **Membership Coordinator**

### **Purpose / Function:**

The MCEC Membership Coordinator maintains accurate records of membership, assures validation of all ballots for the annual election, and provides leadership in membership communication and recruitment.

### **Term of Office:**

Elected in odd-numbered years to serve a two-year term. Duties begin with the new fiscal year, which is July 1 to June 30.

### **Responsibilities:**

1. Assures validation of all ballots for the annual election of officers
2. Maintains roster of membership status and brings roster to all meetings
3. Provides reports on membership to Executive Board and other meetings
4. Chairs Membership committee.
5. Attends MCEC Board Meetings
6. Participates in standing and/or ad hoc committees.
7. Serves as a voting member of the MCEC Board.
8. Reports at the annual membership meeting and at other meetings of the MCEC Board.
9. Coordinates membership recruitment efforts
10. Assumes other responsibilities as designated by the President

## **Members-at-Large**

### **Purpose / Function:**

The MCEC Members-at-Large represent the variety of roles, responsibilities, and points of view of the MCEC membership in all business before the MCEC Board. Five members of the MCEC Board are elected for two-year terms to serve as member-at-large.

### **Term of Office:**

Two members-at-large are elected in even-numbered years to serve a two-year term, and three members-at-large are elected in odd-numbered years to serve a two-year term. Duties begin with the new fiscal year, which is July 1 to June 30.

### **Responsibilities:**

1. Represent the constituents in all matters that come before the MCEC Board
2. Attends MCEC Board Meetings
3. Participates in committees.
4. Serves as a voting member of the MCEC Board.
5. Reports at the annual membership meeting and at other meetings of the MCEC Board.
6. Assumes other responsibilities as designated by the President.