

# 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:**

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

# Treasurer

## **Purpose / Function:**

The MCEC Treasurer shall be responsible for the development and oversight of the MCEC budget, the development of recommendations for new joint ventures enterprises and sponsorships, reviews non-dues revenue producing proposals and development of recommendations for other revenue producing ventures for MCEC.

## **Term of Office:**

The treasurer shall be elected in even-numbered years to serve a two-year term. Duties begin with the new fiscal year, which is July 1 to June 30.

## **Responsibilities:**

- Serves as the authorized custodian of Michigan CEC's funds as the chief financial officer of Michigan CEC.
- Assures an accurate and detailed electronic and paper account of all funds received and dispersed. This information should be kept as a permanent record.
- Presents a financial report of the organization at each membership meeting and at meetings of the MCEC Board And Executive Committee.
- Oversees the maintenance of standard accounting procedures
- Serves as co-chairperson of the finance standing committee
- Prepares an annual budget
- Oversees the preparation and submission of all tax documents.
- Makes recommendations for new joint ventures, enterprises, and sponsorships.
- Reviews non-dues revenue producing proposals and develops recommendations for other revenue producing ventures for MCEC.
- Serves as a voting member of the MCEC Board.
- Reports at the annual membership meeting and at other meetings of the MCEC Board.
- Assumes other responsibilities as designated by the President.

# Member-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:**

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

# Children and Youth Action Network (CAN) Coordinator

## **Purpose / Function:**

The MCEC CAN Coordinator disseminates information regarding public policy and legislation from CEC, coordinates input from the MCEC Board regarding policy and legislation, assures publication of MCEC positions aligned with our platform, and assists the student CAN Representative

## **Term of Office:**

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

## **Responsibilities:**

- Disseminates information, calls to action on governmental matters and positions on issues within Michigan and received from the CEC Policy and Advocacy Services Unit.
- Communicates with public policy makers and other targeted audiences at the request of the MCEC Board or the CEC Policy and Advocacy Services Unit.
- Generates reports/updates to the MCEC Board and information for the MCEC website.
- Maintains communication with CEC regarding Michigan participation in CAN activities.
- As often as is possible and reasonable, the CAN Coordinator will work with the student CAN coordinator to accomplish the goals of the positions.
- Attends and serves as a voting member of the MCEC Board.
- Participates in committees.
- Serves as co-chair of the Legislative Action Committee.
- Reports at the annual membership meeting and at other meetings of the MCEC Board.
- Assumes other responsibilities as designated by the President.