MSPA Leadership Guide
### Leadership Positions

<table>
<thead>
<tr>
<th>Elected</th>
<th>Term of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>President - Elect</td>
<td>3 years</td>
</tr>
<tr>
<td>○ President-Elect,</td>
<td></td>
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<tr>
<td>○ President, &amp;</td>
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<tr>
<td>○ Immediate Past President</td>
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<tr>
<td>Secretary</td>
<td>1 year</td>
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<tr>
<td>Treasurer-Elect</td>
<td>3 years</td>
</tr>
<tr>
<td>○ Treasurer-Elect (1),</td>
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<tr>
<td>○ Treasurer (2)</td>
<td></td>
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<tr>
<td>Parliamentarian</td>
<td>1 year</td>
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Official Presidential Duties

Constitution & Policy
- Serve as Past-President the following year
- Select Committee Chairpeople
- Assign, approve, and support ad hoc Committees
- Be aware of guidance documents, by-laws, & strategic plan and vision

Operations Handbook
- Call & run meetings including special sessions
- Be an “ex officio” member of all committees except Nominations
- Be a Finance Committee Member

Miscellaneous
- Fiscal & ethical responsibility
- Represent Nationally and Statewide
- Vision creation and follow-through
- Communication
- Organizational Awareness
UN-Official Presidential Duties

**Representation & Communication**
- NASP State President Listserv
- NASP Regional Representation
- Position Papers and Statements
- Legislative Testimony
- Other Publications and Materials
- Share Committee Meetings

**Themes & Ideas**
- Understand State and National Trends
- Recognize Needs of Organization
- Recognize Differential Needs of the State/Regions
- Design Regional Leadership Implementation

**Time (Estimates)**
- Two and half or 3 hours a week correspondence (I dedicate 8-8:30 AM weekdays)
- Two hours a week/8 hours monthly Committee Meeting attendance (average)
- Three or 4 hours a month in Board Meeting Prep
- Three hours a month running Board Meetings
- About 24-30 hours per month
Official President-Elect Duties

Constitution & Policy

• Serve in absence of President
• Fulfill Presidential duties if President vacates term
• Lead the Finance Committee in presenting the budget
• Lead a Committee to maintain and update the Operations and Policy Manuals

Operations Handbook

• Same as Constitution

Miscellaneous

• Serves as a Finance Committee and Member (Budget Leader)
• Represent State-wide & Nationally (legislative testimony)
UN-Official President-Elect Duties

Representation & Communication
- ATS/GPR/RLM Quarterly Calls
- RLM attendance
- State Supervisor Meetings
- Share Committee Meetings

Themes & Ideas
- Organize and Design Summer Planning
- Prepare for President Year
- Learn Institutional Background and Guidance
  Materials and Documents

Time (Estimates)
- Attend 3 to 4 hour state board meetings monthly
- Attend state board planning 30 minutes month
- Attend committee meetings (finance, IM, etc) 3-4 hours per month
- Attend monthly state LEA meetings 2 hours
- Emails and planning 30-60 minutes per week
- Attend quarterly NASP regional meetings

About 13 hours per month
Official Past-President Duties

Constitution & Policy
• Serve in absence of both President & President-Elect

Operations Handbook
• Standing member of Finance Committee
• Standing member of Nominations Committee

Miscellaneous
• Historical and Contextual Guidance
• Serves as a Finance Committee Member
• Pitch In!
UN-Official Past-President Duties

**Representation & Communication**

- Any and all meetings and communications in absence of President and President-Elect

**Themes & Ideas**

- Generally support and aide leadership
- Continuity with themes and visions
- Excellent position to shepard new initiatives or ad hocs

**Time (Estimates)**

- One hour per week correspondence
- Three hours per month Board Meeting
- Two hours per month attending committee meetings
- Three hours per month preparing and supporting committee work
- About 12 hours per month
Official Secretary Duties

Constitution & Policy

• Keep Monthly Meeting Minutes
• Keep Monthly Meeting Attendance
• Other “Duties as Assigned” by Executive Board

Operations Handbook

• Same as Constitution

Miscellaneous

• Sends out meeting notes
• Works with webmaster to upload meeting notes to website
• Serves as a Finance Committee Member
UN- Official Secretary Duties

Representation & Communication
- Communicate with board and members
  - Sharing board notes, monthly consent and active agenda reports
  - Sending reminders about board meetings
- Meet with leadership to plan for board meetings and develop the agenda
- Member of the PA-AtL committee
- Member of the IM committee
- Submit an article to the Protocol annually

Themes & Ideas
- Meeting coordinator
- Record keeper
- Good organization and time management skills
- Keeping up to date on MSPA initiatives
- Ensuring information is disseminated to board and members.

Time (Estimates)
- 2 hours monthly to prep and review board meeting notes and consent/active agenda reports
- 1-2 hours monthly to send out board meeting reminders and for email correspondences
- 30-60 minutes monthly to meet with leadership to plan for board meetings
- 4 hours monthly for state board meetings
- 1-2 hours monthly for committee involvement

Total: 9-11 hours monthly
Official Treasurer Duties

Constitution & Policy
• Collect Dues
• Distribute Reimbursement
• Keep all Financial Records
• Make Financial Reports to Board and General Membership
• Chair of Finance Committee
• Work with Accountant

Operations Handbook
• Report to Board is monthly
• Responsible to pay on time
• Follow legal guidance for finances of association
• Responsible for “Financial Health” of Board

Miscellaneous
• PO Box
• Storage Locker
UN-Official Treasurer Duties

**Representation & Communication**
- Financial communication with any committee
- Accessing, using, and maintaining financial accounts and data (Bank accounts, Stripe, Membership Works payments)
- Support board and committee member reimbursement needs
- Review contracts for vendors

**Things to Consider**
- Attention to detail is important
- Organization is essential
- Math skills irrelevant
- Time commitment is flexible regarding when you do a lot of the work

**Time (Estimates)**
- Monthly Board meetings
- Quarterly leadership/finance meetings
- Monthly Bookkeeping (varies across the year, some month there is more activity than others)
- Check writing for reimbursement and payments
- Misc. email/phone/meeting communication

Monthly Average ~10-12 hours
Official Parliamentarian Duties

Constitution & Policy
- Know the Rules of Order, Constitution, Policies
- Guide Deliberations and Business in accordance with statutes
- Responsible for Documentation keeping, and Recognition of LSPOs and Training Programs

Operations Handbook
- Same as Constitution

Miscellaneous
- Recognition of Quorum at Meetings
- Monitor Chat in Virtual Meetings
- Process Monitor
- Serves as a Finance Committee Member
UN-Official Parliamentarian Duties

Representation & Communication

- Tracking Proxy Attendees for Board Meetings
- Monitor Meeting Attendance with Secretary
- Collect and Organize MSPA Documents
- Consult with President and Secretary on voting procedures during Board Meetings

Time (Estimates)

- 1-2 hours/week for email communication with committee chairs and other officers
- 4-5 hours on Board Meeting days (prep, record keeping and meeting time)
- 1-2 hours/month for attendance at committee meetings

TOTAL ~ 15 hours/month

Themes & Ideas

- Organizational Knowledge/Historical Perspective
- Responsible Stewardship/Accountability
- “Procedural Safety Net”
- Flexibility and “Catch-All” Attitude
Intangibles

What experience do I need?

- Parliamentarian & Secretary
  - Have experience in a committee for two or three years
  - Taken on work at the committee level
  - Attended some Board meetings during that time
- President-Elect
  - Same as above but maybe with more committees and for a longer time
- Treasurer
  - Same as President
  - Willingness to go through training year
  - Dedication for multiple years

What is my baseline commitment?

- Attendance to almost all monthly board meetings
- Collaborative communication regularly - several times a week and responsiveness to needs of other volunteers
- Willingness for responsibility of not-for-profit
- Three year commitment for presidential roles and treasurer role