

Board Member Position Descriptions

M.A.S.P. President

The term of this office is one year, beginning July 1. The President serves as the Chairperson of the Executive Council and the Executive Board and presides as chairperson at all meetings of the Association. The President serves as the major spokesperson of MASP positions or delegates this role to other MASP members.

M.A.S.P. President -Elect

The term of this office is one year, beginning July 1. The President-Elect is a voting member of the Executive Board and Executive Council. In the absence of, or at the request of the President, the President-Elect shall serve as the chairperson of the Executive Board. The President-Elect assists the President in carrying out the organizational activities of MASP.

Immediate Past-President

The term of this office is one year, beginning July 1. The Immediate Past-President is a voting member of the Executive Board and the Executive Council. In the absence of the President and President-Elect, the Immediate Past-President serves as chairperson of the Executive Board. The Immediate Past-President assists the President, as assigned, in the supervision of committee activities and works closely with committees and other activities which involve the continuation of goals or completion of projects from the previous year.

Secretary

The term of this office is two years, beginning July 1. The Secretary is a voting member of the Executive Board and the Executive Council. The Secretary is responsible for accurately recording the events and information at official MASP meetings, maintaining official records, and writing official correspondence. Other responsibilities include sending notices of all Executive Board meetings to each board member, recording and distributing minutes of meetings, taking attendance at meetings, and keeping copies of all materials distributed at meetings. The Secretary is responsible for keeping an up-to-date version of the MASP By-laws and notifying the Planning and Development Committee of changes to the Constitution and By-Laws.

Treasurer

The Treasurer is a voting member of the Executive Board and the Executive Council. The Treasurer maintains the financial accounts of the Association and performs an advisory role to the President and the Executive Board on fiscal matters. The Treasurer is the chairperson of the Fiscal Advisory Committee and, with its assistance, is responsible for the development and recommendation of the annual budget to the Executive Board for approval. The Treasurer presents a financial statement for review at each Executive Board meeting. The Treasurer is

responsible for the management of all MASP monies according to established fiscal policies and procedures. The Treasurer approves all expenditures according to fiscal procedures and issues checks for reimbursements upon receipt of vouchers or sales receipts. The Treasurer maintains records of all assets of the organization including equipment and location. The Treasurer receives and maintains a record of all membership dues forwarded by the Membership Chairperson, in conjunction with membership support services. The Treasurer arranges for an annual fiscal audit to be conducted by a Certified Public Accountant. The results of the audit will be reported to the Executive Board at the September Board meeting.

Regional Directors

Regional Directors are voting members of the Executive Board. Regional Directors must be members of the Association and elected by the membership of the specific region represented. The duties of Regional Directors include: Attending all Executive Board meetings during their term of office, submitting annual regional goals, objectives and budget requests to the Chairperson of the Fiscal Advisory Committee, keeping region members informed of MASP issues via regional newsletters, organizing and conducting at least one regional meeting/workshop per year, working to increase MASP membership within the region, encouraging participation in the Association, and submitting at least one region report for publication in The Michigan Psych Report per year. Regional Directors shall be elected for a term of two years, beginning on July 1.

Student Director-at-Large

The President may appoint a student from one of the state of Michigan's university programs for a period of one year, beginning July 1, to be included as a non-voting member of the MASP Executive Board.

Committees of the Association

Standing Committee: A committee defined by the Constitution and established by a two-thirds vote of the Executive Board with its ongoing purpose specified in the Operations Manual.

Ad Hoc Committee: A committee created by the Executive Council or the Executive Board when a Task Force report indicates that a specific purpose requires continuing action and may require ongoing commitment by MASP. An Ad Hoc Committee may not be created for more than three years and should be reviewed annually.

Liaison/Delegate: Liaison/Delegate positions shall be established with external organizations by a vote of the Executive Board.

Task Force: A group of members appointed by the President to address a single issue affecting broad areas of school psychology. Task Forces are assigned a single task to be accomplished within a maximum of two years, and should be reviewed annually.