

MACTE Board Position Descriptions

1. The President shall

- Call monthly Board meetings and/or special meetings as necessary
- Preside at Board Meetings
- Draft agenda for board meetings
- Create the dues letter and the dues registration online form
- Serve on the nominations committee along with the Past President (Chair) and President Elect
- Preside at the Biannual Meeting and at special meetings
- Serve as the state liaison to AACTE
- In conjunction with the Board of Directors shall be responsible for the development of policy
- In conjunction with the Board of Directors be responsible for communicating information/correspondence about pertinent matters of interest to the Board
- Represent the membership at state level meetings on matters of interest to the Board
- Serve as Past President for a two-year term succeeding his/her two-year term as president
- Complete the AACTE Annual Report

2. The President-Elect shall

- Attend Board meetings as called by the President
- Serve as President for two-years succeeding his/her two-year term
- If for any reason the President cannot fulfill the duties of that office before the term end, the President-Elect will fulfill the duties of this office
- Program Chairperson to plan for conferences and other such meetings as may be called
 - by the Executive Board
- Chair the Conference committee
- Work with the secretary and treasurer as members of the conference committee managing conference registration
- Any other responsibilities delegated by the President with approval from the Board
- Serve as a member of the Board of Directors

3. The Treasurer shall

- Attend Board meetings as called by the President
- Supervise all monies paid into and out of the General Fund
 - Conference registration
 - Manage the money
 - Online payment procedures
 - Institutional invoices
 - Update Institutional Reps and send that information to the Secretary

- Serve on the conference committee
 - Reimbursing/distributing monies approved for Board members who attend conferences
- Prepare a financial report for all Executive Board meetings
- Take responsibility for a yearly audit
- Prepare and submit to the Executive Board a yearly operational budget
- Revenue
- Website expenses
- Conference
- Approved expenditures for AACTE events
- Approved expenditures for other conferences and/or events
- Special projects
- Any other responsibilities delegated by the President with approval from the Board
- Serve as a member of the Board of Directors

4. The Secretary shall

- Attend Board meetings as called by the President
- Take minutes of all meetings of the Board of Directors and all other meetings of the organization
- Maintain its archives
- Take responsibility for the organization's correspondence
 - Send meeting minutes to the Webmaster to be posted on the MACTE website
 - Send out conference information and registration forms
 - Send out notices for any special meetings the Board may call
 - Send out information/correspondence as requested by the President and Committee Chairs with approval by the Board
- Serve on the conference committee
- Send to the Institutional Reps the dues letter
- Any other responsibilities delegated by the President with approval from the Board
- Serve as a member of the Board of Directors

5. The Webmaster shall

- Attend Board meetings as called by the President
- Manage and maintain the webpage for the organization
 - Post meeting minutes, announcements and correspondence from the President, Secretary, and Committee Chairs with approval by the Board
- Assume responsibility with the President for communicating with the AACTE webmaster
- Any other responsibilities delegated by the President with approval from the Board
 - Serve as a member of the Board of Directors

6. Board of Directors shall

- Attend Board meetings as called by the President
- Assist the Executive officers carrying out Board responsibilities and other events that occur
- Serve on a MACTE Committee