

DUTIES OF MRA ELECTED POSITIONS

Following is a description of duties and responsibilities for the positions noted on the
Official MRA Nomination Petition – 2010

VICE PRESIDENT

RESPONSIBILITIES

The Vice President shall:

1. Attend all meetings of the Board of Directors, Executive Committee, the Annual Meeting, Leadership Training, and meetings of the Michigan Reading Association as a voting board member.
2. Assume and perform the duties of the office of the President-Elect for the remainder of that term in office in the event that the President-Elect resigns, becomes President, or the office is otherwise vacated.
3. Perform such duties as assigned by the President.
4. Represent the Michigan Reading Association at the discretion of the President.
5. Prepare and submit a budget for the position of Vice President to the chair of the Budget Committee by the date requested.
6. Submit forms for reimbursement and payments on the Reimbursement Request Forms following the procedures outlined in Item 11 under the Treasurer's Responsibilities in Section 1.6 of this document.
7. Serve as a member of the Executive Committee and the Annual Conference Planning Committee.
8. As a member of the Executive Committee, advise the President in giving direction to the Executive Director.
9. Attend the IRA Leadership workshop and be reimbursed up to \$500, pending the submission of receipts attached to the proper Reimbursement Request Form, for registration, transportation, lodging and meal expenses providing there is no other reimbursement from another source.
10. Represent the Michigan Reading Association at the annual IRA Convention. Registration, transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached to the Reimbursement Request Form, provided there is not reimbursement from any other source.
11. Participate in the Leadership Training as requested by the MRA/IRA Coordinator.

REGIONAL REPRESENTATIVES AND MEMBERS-AT-LARGE

RESPONSIBILITIES

Each Regional Representative and the two Members-at-Large shall:

1. Serve as voting members of the Board of Directors and attend all meetings of the Board of Directors, the MRA/IRA Organizational Committee, the Annual Meeting, MRA Leadership Training, and meetings of the Michigan Reading Association.
2. Communicate frequently with the MRA,IRA coordinator
3. Hold membership in International Reading Association, Michigan Reading Association, and each Local Council or Special Interest Council in represented area.
4. Attend yearly at least one meeting of each Local and/or Special Interest Council within area of responsibility. Obtain calendars, brochures, and newsletters of yearly events.
5. Share contact information. Communicate at least once a month with the President of each council represented, and offer assistance when needed. Assistance may relate to membership, activities, projects, programs fundraising, and problem solving, honor council, council grants, and leadership.
6. Review MRA Leadership binder and encourage local council leaders to understand and use the information.
7. Participate in the MRA annual conference by joining the planning committee, working at the IRA/MRA booth or registration, or introducing a speaker.
8. Promote the development of new councils in the region. Guidelines may be obtained from the MRA/IRA coordinator.
9. Prepare and submit a budget for the position represented to the chair of the Budget Committee by the date requested.
10. Submit forms for reimbursements and payments on the Reimbursement Request Forms following the procedures outlined in Item 11 under the Treasurer's Responsibilities in section 1.6 of this document.
11. Act as liaison from the Board of Directors to all the councils represented. Distribute MRA membership forms, conference promotions, and publications.
12. Submit written reports describing council activities for each Board of Directors meeting (Per schedule and guidelines of the MRA secretary).
13. Read and respond to written materials by deadlines.
14. Carry out duties assigned by the President and MRA/IRA Coordinator including, but not limited to, submitting articles promoting regional activities to News & Views.
15. Reside **OR** be employed within the region where elected with that address serving as the official membership mailing address.
16. May only serve for two consecutive three year terms in the same position.