



## **MuBANY Elections - 2014**

### **General Responsibilities for Officers and Directors**

MuBANY is a member-based professional association that is managed by a Board of Directors. The Board consists of five MuBANY Directors who serve a one year term and four Officers (President, V.P., Secretary, Treasurer) who serve a two year term. All nine leadership positions are part of this year's elections. To be eligible to run for office, a candidate must be a formal MuBANY Member in good standing (e.g. current on dues). For additional details about running for election, please see the MuBANY Election Rules.

#### **General Commitment for All Positions**

The general commitment for Officers and Directors includes:

- Participation in monthly Board meetings (~2 hours / month)
- Conduct weekly (sometimes daily) MuBANY business via email (~5 hours / month).
- Organize and/or participated in events and projects led or co-sponsored by MuBANY (~3 hours / month)

Officers and Directors also have individual responsibilities.

#### **President**

The general responsibilities of the President are as follows:

- Be the Chief Executive Officer of MuBANY and responsible for the direction and operation of MuBANY, as determined by the Board of Directors;
- Call meetings of the Board and serve on the Board of Directors & set the agenda;
- Attend & preside over all meetings of the Association
- Ensure that the other officers are performing their functions and that other board members are following up on their commitments
- Liaise on behalf of MuBANY with other bar associations and community organizations;
- Serve as the main spokesperson for MuBANY and contact for the media;
- Assist with events and initiatives as necessary;
- Perform such other functions as are necessary or appropriate to the Association.

## **Vice President**

The Vice President shall have those powers as the President so delegates, and shall act as the President, in the absence of the President. The Vice President shall serve on the Board of Directors.

## **Treasurer**

The general responsibilities of the Treasurer are as follows:

- Be responsible for the safeguarding of all funds received by the Association and for their proper disbursement in accordance with budget parameters;
- Keep an accurate roll of the Members; notify Members when their membership has lapsed; collect dues; and under the direction of the Board of Directors, expend or deposit the funds of the Association pursuant to applicable state and federal laws and regulations;
- Keep regular accounts, in the books of the Association, which accounts shall be open to inspection by any member of the Board of Directors and shall at all times be subject to examination and audit as directed by the President;
- Report in writing, at each stated meeting, and to the Board of Directors, as and when required by them, the financial condition of the Association, including the state of the account, recent expenditures, and related financial events; and
- Serve on the Board of Directors.

## **Secretary**

The general responsibilities of the Secretary are as follows:

- Keep a record of the proceedings of the Association, keep record of all Meeting minutes, maintain information and related documentation concerning the activities of the Association, and keep record of such other matters as may be directed by the Association to be placed in its files or records;
- Keep an accurate roll of the names and addresses of the Officers and Directors;
- Issue written notices of all meetings, with a brief note, in case of special meetings, of the object for which they are called;
- Oversee the Association's external materials (e.g., website), unless this is delegated by the Secretary to or assumed by another Member; and
- Serve on the Board of Directors.

## **Director (Five Director Positions)**

There are five Director positions open for election in 2014. The general responsibilities of Directors are as follows:

- Help guide the direction of the organization by making decisions in terms of events, advocacy and other association activities;
- Oversee expenditures and financial health of the association;
- Play a lead role in organizing and coordinating MuBANY events and projects; and
- Liaise on behalf of MuBANY with other bar associations and community organizations.