



STEP Into Success

**MINNESOTA ASSOCIATION OF
EDUCATIONAL OFFICE PROFESSIONALS
EXECUTIVE BOARD MEETING and WORK SESSION**

**April 26, 2018
5:00
Pier B Resort- Duluth MN**

AGENDA

I. CALL TO ORDER (* denotes elected officials)

	Carol Schmitz * President		<i>Tanya LeJeune not member (Treasurer picks someone)</i> Audit Committee		Legislative Committee
N	Lori Schumann * President-Elect	Y	Linda Stelley Communications-Newsletter	N	Lori Schumann NAEOP State Director
N	Kathy Matejcek * Vice-President Membership		Diane Vosen Communications-Website	N	Sharon Griffiths (R) Parliamentarian
Yes	Deb Brown * Immediate Past President	Y	Lori Hanson Conference Advisor		Professional Standards (PSP)
	Diane Vosen * Recording Secretary	N	Pam Wendt Corresponding Secretary	Y	Sue Anderson Public Relations Chair
Y	Laura Reisdorf * Treasurer	N	Pam Wendt Courtesy Committee	N	Sharon Griffiths Retiree Liaison
N	Kara Merrifield Central Area Director		Credentials Committee	Y	Carol Skyhawk Scholarship Committee
	Northeast Area Director	Y	Deb Brown Elections Committee	Y	Carol Schmitz Ways & Means Committee
	Northwest Area Director	N	Sharon Griffiths Historian		
YES Both	Lori Hanson -Marcia Schultz South Area Director				

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES -1/10/18

IV. COMMITTEE REPORTS

a. Membership: Kathy Matejcek

New members	16
Renewed	78
Retired	6
Retired/Life	63
Life	7
Honorary	16

V. GENERAL CONSENT ITEMS

- a. [Treasurer's Report](#) - Laura Reisdorf

VI. AGENDA ITEMS

a. **Next Board Meeting**

- b. **2018 MN MAEOP Fall Conference** - Update from Lori Hanson

Who does what?

Registration

Credentials Committee

REPORT OF CREDENTIALS COMMITTEE

The committee of credentials for the 2018 annual conference of the Minnesota Association of Educational Office Professionals reports that at _____ (time of day) on October 4th, 2018 (date), there were _____ MAEOP members registered and _____ non-members or visitors present.

VII. 2019 MN MAEOP Fall Conference - Lori Hanson

VIII. Spring Newsletter - Linda Stelley

IX. Administrator of the Year/Assistant of the Year/MAEOP Scholarship

What has been sent and to who? What still needs to be sent?

X. Darla Scales Scholarship

XI. Approval of Final Conference Budget

XII. Update on NAEOP Conference

Rotation of NCAPDD - MN to host 2020?

When do we need to cover registration?

XIII. Discussion on NCAPDD MN Host 2020?

Discussion on Updating the Board Job Descriptions

XIV. Records retention

A. RETENTION AND DISPOSAL OF RECORDS

1. Bank statements, checks, vouchers, etc. are to be retained for a period of seven years in accordance with the Statute of Limitations.
2. Annual reports and meeting minutes are to be retained permanently.
3. Other records of officers and committee chairpersons may be reviewed by the executive board at the end of each current year.
4. Certificate of Assumed Name is to be kept until the next renewal.

XVI. Filling Open Positions

XV. ADJOURNMENT

**MINNESOTA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS EXECUTIVE BOARD GENERAL DUTIES
AND RESPONSIBILITIES**

A. EXECUTIVE BOARD MEMBERS

MEMBERSHIP-ELECTED POSITIONS MEMBERSHIP-APPOINTED POSITIONS

President Area Directors: Central, Northeast, Northwest, South President-Elect Audit Committee

Vice President Membership Communications Chair-Newsletter

Immediate Past President Communications Chair-Web Site

Recording Secretary Conference Advisor

Treasurer Conference Committee

Corresponding Secretary

Courtesy Committee Credentials Committee Elections Committee Historian

Legislative Committee NAEOP State Director Parliamentarian Professional Standards Program (PSP) Committee

Public Relations Committee Retiree Liaison

Scholarship Committee Ways & Means Committee

B. RESPONSIBILITIES AND DUTIES

EXECUTIVE BOARD MEMBERS:

- 1. Shall formulate the policies of MAEOP and present them to the membership for approval.**
- 2. Shall approve the appointment of chairpersons of standing and special committees as made by the president.**
- 3. Shall approve the appointment of committee members of the standing and special Committees as made by the committee chairperson.**
- 4. Shall fill any vacancies occurring among the officers by interim appointment, with the exception of the offices of president and president-elect.**
- 5. Shall approve the proposed budget as presented by the treasurer.**
- 6. Shall appoint delegates to the regional conference or national Conventions.**
- 7. Shall approve programs for meetings and conferences of the association.**
- 8. It is recommended that newly elected officers, as well as the outgoing officers, shall attend the executive board meeting prior to the annual meeting.**
- 9. It is recommended that members of the executive board be active members of the National Association of Educational Office Professionals.**
- 10. Shall be alert and sensitive to Conditions and situations in home communities which might pertain in any manner to the association as an organization. Such information to be shared with other members of the board and recorded in the minutes when deemed appropriate.**
- 11. Shall write newsletter articles and web page articles and communicate in general with the membership.**

C. ORDER OF BUSINESS FOR ANNUAL MEETING

MAEOP Bylaw Section 4. Article VII

All business meetings of the association shall be conducted according to the rules contained in Robert's Rules of Order Revised, and these shall govern the meetings in all cases where they are not inconsistent with these bylaws:

- 1. Call to Order**
- 2. Report of Credentials Committee**
- 3. Approval of Minutes (refer to Annual Report)**
- 4. Report of Treasurer and Approval of Auditor's Report (refer to Annual Report)**
- 5. Report of Committees (refer to Annual Report)**
- 6. Unfinished Business**
- 7. New Business**
- 8. Other**
- 9. Adjournment**

In accordance with the bylaws of the association, the installation of the officers must occur during the annual business meeting. The placement on the agenda must be approved by the current executive board.

D. RETENTION AND DISPOSAL OF RECORDS

- 1. Bank statements, checks, vouchers, etc. are to be retained for a period of seven years in accordance with the Statute of Limitations.**
- 2. Annual reports and meeting minutes are to be retained permanently.**

3. Other records of officers and committee chairpersons may be reviewed by the executive board at the end of each current year.

4. Certificate of Assumed Name is to be kept until the next renewal.

PRESIDENT

DUTIES: The president of the Minnesota Association of Educational Office Professionals shall preside at all meetings of the association and of the executive board, may call special meetings, shall appoint committee chairpersons, shall be an ex-officio member of all committees and shall be notified of all meetings of committees, and shall perform such other duties as ordinarily pertain to this office. S/he shall:

1. study the bylaws, general instructions and procedures of the office of president, and read the past year's secretary's minute book and annual reports of officers and committee chairpersons;
2. act as the official spokesperson of the association in local, civic and professional activities of a general nature or if necessary appoint a substitute;
3. exercise general supervision over all officers and activities of the association;
4. in advance of the annual meeting of the association, recommend for approval of the board, candidates for committee chairpersons;
5. notify a chairperson in Writing of his/her appointment: It is well to do this prior to the annual conference, if possible, so that the current and new members can meet and exchange ideas and materials for the coming year;
6. at the first executive board meeting of the year, present a tentative schedule of meetings for the year for approval: An agenda should be prepared prior to each meeting to ensure full coverage of necessary business;
7. appoint standing and special committee chairs and recommend a state director to the National Association of Educational Office Professionals (NAEOP);
8. properly approve and sign all Written orders in which the treasurer disburses funds;
9. contribute an article for each issue of the newsletter;
10. prepare an annual report summarizing accomplishments of the association, activities of the current year and his/her recommendations for the future; and
11. distribute materials for the association to the appropriate individual on the board. It is recommended that the president have an understanding with his/her employer and be able, when necessary, to take time during working hours to perform special association responsibilities.

TERM OF OFFICE: The president shall serve a one-year term.

PRESIDENTIAL AWARD: The president may select specific individual(s) to receive the Presidential Award. This award will be presented at an annual meeting, with approval of the executive board. Presentation of the award to the executive board shall be made by the president with endorsement by the Immediate past president and the president-elect. This award shall be given for significant service to MAEOP by a member.

PRESIDENT – ELECT

DUTIES: The president-elect shall perform the duties assigned to him/her by the president and also shall:

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and procedures of his/her particular office as set up in this handbook;
 2. preside in the absence of the president, and succeed the president;
 3. serve as contact person for scheduling and locating sites for future MAEOP conferences;
 4. write an article for each issue of the MAEOP newsletter;
 5. be responsible for revision of job descriptions as necessary; and
 6. be responsible for submitting agenda items and reports to the president in a timely manner.
- TERM OF OFFICE:** The president-elect shall serve a one-year term. In the event of the resignation or disability of the president, shall immediately assume the office of the president.

VICE PRESIDENT MEMBERSHIP

DUTIES: The vice president membership shall

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and procedures of her/his particular office or assignment as set up in this handbook;
 2. serve on the credentials committee;
 3. be the presiding officer at meetings in the absence of the president and the president-elect;
 4. plan and develop an effective system for increasing and maintaining an active membership;
 5. keep an accurate up-to-date list or file of members and their status in MAEOP;
 6. mail annual renewal notices to all current MAEOP members in a timely manner;
 7. send a membership card, membership booklet containing the bylaws, life insurance policy, and welcome letter to new members; and a thank-you letter and new membership card to renewal, retired, or associate members upon receipt of membership dues;
 8. prepare eligibility list for life insurance policy and send to the treasurer for payment to the life insurance company by policy renewal date;
 9. send late due notices in a timely basis to members who have not paid their dues;
 10. prepare up-to-date membership lists for conferences, board meetings or any other necessity;
 11. prepare mailing labels to members for MAEOP officer elections, conference brochures, correspondence, official publications (quarterly), Educational Office Professional of the Year and Educational Administrator of the Year nominations/elections, scholarship letter, "missed you" letters, and other organizational mailings;
 12. submit the membership application form to be included in each conference registration brochure;
 13. set up a membership table or display at conferences;
 14. coordinate the assembly and printing of an official membership booklet upon direction of the board;
 15. be responsible for submitting agenda items and reports to the president in a timely manner.
- Upon executive board approval, the vice president membership may appoint a membership committee to assist in the performance of these duties.

TERM OF OFFICE: The vice president shall be elected for a term of two years and shall be eligible for reelection for one succeeding term.

IMMEDIATE PAST PRESIDENT

DUTIES: The immediate past president shall be an advisor to the executive board. S/he shall

1. have the responsibility of conducting the installation ceremony with the assistance of the chairperson of the elections committee or as requested by the president-elect;
2. act as ex-official member on any committee as directed by the president or the executive board;
3. arrange for the purchase of items needed for the installation ceremony;
4. purchase the past president's gift for presentation to the outgoing president at the annual meeting;
5. serve as President of Minnesota Association of Educational Office Professionals Past Presidents' Association;
6. act on behalf of the president in any matter which relates personally to the president; such as payment of the president's expenses or some personal recognition of her/his services, and thereby putting the necessary motions to vote: (This is a courtesy to the president to spare him/her embarrassment in some action for her/his own benefit); and
7. be responsible for submitting agenda items and reports to the president in a timely manner.

RECORDING SECRETARY

DUTIES: The recording secretary shall:

1. keep an accurate record of the proceedings of the business meetings of the association and shall send to the president and each executive board member a copy of the minutes;
2. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of the particular office of assignment;
3. bring to all meetings the current official minutes book, membership roll, and a list of all Committees which may be needed for reference;
4. submit minutes of the annual business meeting to the editor of the official publication of the association;

5. file in the official minute book a copy of the bylaws, all amendments to the bylaws, all resolutions adopted by MAEOP, and such other materials as the executive board may direct; and
 6. be responsible for submitting agenda items and reports to the president a timely manner.
- TERM OF OFFICE:** The recording secretary shall be elected for a term of two years and shall be eligible for re-election for one succeeding term.

TREASURER

DUTIES: The treasurer shall:

1. receive all funds of the association and deposit them as directed by the executive board;
2. disburse funds of the association promptly upon a written order signed by the president;
3. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and procedures of her/his particular office or assignment;
4. keep a record of all income and expenditures, prepare financial reports;
5. present a financial report at the annual business meeting;
6. receive and deposit MAEOP membership dues and forward the dated membership applications and renewal forms to the vice president membership;
7. prepare a proposed budget and submit it to the executive board at a designated board meeting for board approval;
8. submit final approved budget to membership via the newsletter and website;
9. serve as chairperson of the credentials committee (see credentials committee duties);
10. be an ex-officio member of the ways and means committee if one is formed;
11. pay the fee charged for bulk mailing when necessary to the postmaster;
12. keep on deposit monies for other mailings;
13. renew the Certificate of Assumed Name as required by law; and
14. be responsible for submitting agenda items and reports to the president in a timely manner; and the treasurer is authorized to determine and transfer those funds from the regular checking account which will not be needed for current expenses to one or more savings accounts. Sufficient funds are to remain in the checking account to meet current and anticipated expenses of the association.

TERM OF OFFICE: The treasurer shall be elected for a term of two years and shall be eligible for re-election for one succeeding term.

AREA DIRECTORS

DUTIES: The area directors shall:

1. serve on the executive board of directors;
2. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of his/her particular office or assignment as set up in this handbook;
3. plan a mini-meeting/workshop once a year for the membership in his/her area;
4. notify the appropriate committee Chairperson of:
 - a. area members interested in sewing on the executive board,
 - b. candidates for Marion T. Wood Scholarship Program,
 - c. candidates for the Educational Administrator of the Year Award, and
 - d. candidates for the Educational Office Professional of the Year Award;
5. perform all duties described in the executive board general duties and responsibilities; and
6. be responsible for submitting agenda items and reports to the president in a timely manner.

CENTRAL

Represents the membership in the following Counties: Anoka, Benton, Big Stone, Chippewa, Chisago, Hennepin, Isanti, Kandiyohi, Lac; Qui Parle, Meeker, Pope, Ramsey, Sherburne, Stearns, Stevens, Swift, Traverse, Washington, and Wright.

NORTHEAST

Represents the membership in the following counties: Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Kanebec, Koochiching, Lake, Mille Lacs, Morrison, Pine, and St. Louis.

NORTHWEST

Represents the membership in the following counties: Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Otter Tail, Pennington, Polk, Red Lake, Roseau, Todd, Wadena, and Wilkin.

SOUTH

Represents the membership in the following counties: Blue Earth, Brown, Carver, Cottonwood, Dakota, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Jackson, Le Sueur, Lincoln, Lyon, Martin, McLeod, Mower, Murray, Nicollet, Nobles, Olmsted, Pipestone, Redwood, Renville, Rice, Rock, Scott, Sibley, Steele, Wabasha, Waseca, Watonwan, Winona, and Yellow Medicine.

TERM OF OFFICE: The director shall be appointed by the president for a one-year term.

AUDIT COMMITTEE

DUTIES: The audit committee shall:

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment;
2. audit the treasurer records for the end-of-the year report;
3. provide a statement to the executive board reporting the audit findings; and
4. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The audit committee Chair shall be appointed by the president for a term of one year and can be reappointed.

COMMUNICATIONS CHAIR-NEWSLETTER

DUTIES: The communications chair newsletter shall:

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment;
2. plan and publish the official publication of the Minnesota Association of Educational Office Professionals;
3. include the following in each issue to meet NAEOP requirements:
 - a. front cover - name of publication (Official Publication of the Minnesota Association of Educational Office Professionals)
 - b. issue; spring, summer, fall, winter (It is recommended that each new chairperson prepare a different cover design.)
 - c. president's message
 - d. feature article of professional interest by a non-member of MAEOP (suggestions may be secured from the executive board)
 - e. highlights of minutes of executive board meetings
 - f. news concerning members of other state associations (exchange information)
 - g. announcements regarding future conferences
 - h. articles and reports of past conferences
5. make sure to include the following in the last page or inside back cover:
 - a. name of association and affiliation
 - b. names and addresses of committee chairpersons
 - c. names and addresses of editor and reporters
 - d. due date for articles for next publication
6. include the following on the back cover:
 - a. name of association
 - b. address of permit holder
 - c. permit number
7. include the following on each page:
 - a. name of the newsletter
 - b. the page number
 - c. the date
8. assign reporters to cover conferences, workshops and special events of interest;
9. submit newsletter to NAEOP for the Rachel Maynard Award competition in early March; and
10. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The newsletter committee chairperson shall be appointed by the president for a term of one year and can be reappointed.

COMMUNICATIONS CHAIR-WEB SITE

DUTIES: The Web master shall recommend the members of his/her committee to the executive board and also

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment;
2. maintain current information on items of interest to educational office professionals on the MAEOP Web site;
3. provide documents and forms in a format which can be downloaded by members and nonmembers
4. provide content that includes, but is not be limited to: membership requirements, calendar of events, direct e-mail link to Web master, pictures to add interest, MAEOP'S mission statement.
5. create a home page that contains the logo, name of association, address, phone/fax number(s), name and contact information of the Web master, and a table of contents;
6. create Web pages that are informative with clear titles to capture a reader's attention; the creators identity; a creation/revision date; a link to the local home page; links to the top of page to help you return to home/previous pages; and a link to the NAEOP Web site;
7. maintain and monitor a message board on the MAEOP Web site;
8. submit the Web site award application to NAEOP in a timely manner; and
9. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The Webmaster shall be appointed by the president for a term of one year and can be reappointed.

CONFERENCE ADVISOR

DUTIES: The conference advisor shall:

1. be a member of MAEOP executive board;
2. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular assignment;
3. Contact local hosting association and act as liaison;
4. be familiar with rules and criteria for conducting a conference;
5. act as resource person for hosting association and maintain conference manual to include
 - a. conference set-up information, and
 - b. list of information that should be in conference packet;
6. make sure all contracts have advance executive board authorization before signing; and
7. be responsible for submitting agenda items and reports to the president in a timely manner.

QUALIFICATIONS:

1. Must be a MAEOP member
2. Previous conference committee experience preferred

TERM OF OFFICE: The conference advisor shall be appointed by the president for a term of one year and can be reappointed.

CONFERENCE COMMITTEE

DUTIES: The hosting group shall select a general Chairperson, who will serve on the MAEOP executive board.

S/he shall:

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular assignment;
2. be responsible to:
 - a. serve under the guidance of the conference advisor,
 - b. prepare the conference budget,
- c. submit the conference facility contract to the conference advisor to be reviewed before it goes to the Board for signing authorization,
- d. receive advanced board authorization before signing all contracts,
- e. plan the Conference program,
- f. secure speakers,
- g. suggest workshops,

- h. make all the necessary arrangements for the proper conduct of the conference, with the approval of the executive board,
 - i. submit conference agenda to PSP chairperson as soon as available prior to conference;
- 3. Suggest committees for the local office professionals arranging the conference;
 - a. Registration committee
 - 1) receive registration fees
 - 2) prepare a list of registrants
 - 3) works on Credentials committee
 - 4) provide a copy of registrants to the membership and Courtesy chairpersons
 - 5) prepare name tags, meal tickets and activity tickets
 - 6) prepare a Certificate of attendance for each person attending the conference, including the number of PSP points as provided by the PSP chairperson
 - 7) prepare Conference packets
 - 8) setup and staff the Conference registration desk
 - b. Social committee
 - 1) arrange breaks
 - 2) arrange meals, including decorations
 - 3) print program for meal functions
 - 4) arrange a hospitality room (optional)
 - c. Program committee
 - 1) plan the program, including luncheon and/or banquet participants
 - 2) secure speakers, music or other entertainment
 - 3) arrange tours (optional)
 - 4) secure door prizes (optional)
 - d. Hostess
 - 1) assign hostesses for each event
- 4. provide tables as requested by MAEOP committee chairpersons;
- 5. keep the MAEOP president and executive board informed of the progress or of any changes in the program through the conference advisor;
- 6. turn in any surplus funds, including Conference advance, to the MAEOP treasurer; and
- 7. be responsible for submitting agenda items and reports to the president in a timely manner

Mailing responsibilities: Prepare brochure detailing conference for a mailing according to schedule established by conference Chairperson and executive board. Labels for mailing are furnished by the vice president membership and appropriate mailing procedures are used.

Within 45 days following the conference: After all obligations have been paid, the conference Chairperson shall prepare a financial report and submit it to the executive board.

SUGGESTIONS: Conferences are expected to be financially self-supporting. In selecting a meeting place or room, it will be helpful to keep in mind the following:

- 1. Seating should be adequate for size of group, proper aisle space, etc.
- 2. Lighting, sound and amplification are arranged when necessary.
- 3. Check room facilities, looking for good ventilation and noise disturbances.
- 4. Arrange for miscellaneous equipment needed, such as computers/printers, podiums, microphones.
- 5. Secure areas for registration, distribution of materials, telephone service, etc.

CORRESPONDING SECRETARY

DUTIES: The corresponding secretary shall handle the correspondence of the association. S/he shall perform such other duties as are assigned to her/him by the president of the executive board. S/he shall:

- 1. become familiar with the Bylaws of the Minnesota Association of Educational Office professionals and with the procedures of her/his particular office or assignment;
- 2. read communications that should be brought to the attention of the executive board and/or to the members at the annual meeting;
- 3. take the minutes of the executive board meetings in the absence of the recording secretary; and
- 4. shall be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The corresponding secretary may be appointed by the president and can be reappoint

COURTESY COMMITTEE

DUTIES: The Courtesy committee shall:

1. keep in Contact with MAEOP members to make them feel that they are a vital part of the association;
2. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment;
3. assist the local social committee at conferences to make members feel Welcome and become acquainted;
4. send a "missed you" letter following conferences to members who did not attend: The letter may contain news of interest that transpired at the conference and when available, a Current membership handbook will be included;
5. send a letter and complimentary MAEOP newsletter to conference enrollees who are not members of MAEOP, enclosing a coded membership blank so that a tally of resulting new members can be made;
6. maintain board Sunshine Fund; and
7. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The courtesy committee shall be appointed by the president for a term of one year and can be reappointed.

CREDENTIALS COMMITTEE

The chairperson of the credentials committee is the treasurer. The vice president membership and conference registrar or designee shall constitute the committee. DUTIES: The credentials committee shall:

1. Obtain the registration list of members at the conference business meetings from the conference committee, verify the information and present a report at the annual business meeting; and
2. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment.

TERM OF OFFICE: The credentials committee exists/is active only during the annual conference

REPORT FORM: This form should be prepared in advance of the meeting and the blank spaces filled in when the information has been secured.

REPORT OF CREDENTIALS COMMITTEE

The committee of credentials for the _____(year) annual conference of the Minnesota Association of Educational Office Professionals reports that at _____ (time of day) on _____ (date), there were _____ MAEOP members registered and _____ non-members or visitors present.

Respectfully submitted,

Committee Chairperson _____

Committee Member _____

Committee Member _____

ELECTIONS COMMITTEE

DUTIES: The elections committee shall

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment as set up in this handbook;
2. conduct the MAEOP election of officers: The president will inform the committee chairperson which positions will be vacant;
3. recruit members to be contacted for each vacancy with the assistance of board members: It is recommended that the committee keep in mind the members who were nominated for office the previous year and were not elected. The bylaws do not require a double slate, but it is customary.
4. consider the following qualifications when choosing candidates for the ballot:
 - a. should be an active member with the goals and objectives of MAEOP in mind and
 - b. should possess the qualities of conscientiousness, initiative, and organizational ability.
5. contact the prospects: Mail the information sheet for prospect to complete and include a copy of the duties of the office for which she is being considered;
6. set up election schedule with the advice of the executive board.
7. obtain mailing labels from the vice president membership and mail ballots, instruction sheet and information sheet concerning candidates to all MAEOP active, retired and life members (associate

members cannot vote: Ballots postmarked after closing date are declared ineligible;

8. certify election results at executive board meeting;

9. notify all candidates of the results immediately following the certification;

10. retain ballots for one year;

11. assist the immediate past president with the installation of officers as outlined in the installation ceremony; and

12. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The elections committee chairperson shall be appointed by the president for a term of one year and may be reappointed.

HISTORIAN

DUTIES: The historian shall:

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of the particular office of assignment;

2. maintain a record of the history of the Minnesota Association of Educational Office Professionals. This record shall contain newspaper articles, programs of conferences, banquets, photographs and any other pertinent items of interest concerning the activities of the association;

3. maintain in a continuous file and bind in separate volumes at intervals, the official newsletter of the association;

4. arrange to display the Historians Book at the conferences;

5. use media of photography whenever possible, using a personal camera; and

6. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The historian shall be appointed by the president for a term of one year and can be reappointed.

NAEOP STATE DIRECTOR

DUTIES: The state director shall:

1. serve as a coordinator between state, local, and national associations;

2. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment;

3. promote membership in the National Association of Educational Office Professional (NAEOP) and distribute membership brochures and forms;

4. secure renewal memberships for NAEOP by personal contact or written notice;

5. arrange displays and distribute NAEOP publications and brochures whenever possible at MAEOP conferences;

6. endeavor to assist local associations to affiliate with NAEOP; and

7. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The state director shall be appointed by the president for a term of one year and can be reappointed.

PARLIAMENTARIAN

DUTIES: The parliamentarian shall

1. attend all meetings and act as a consultant on questions involving the interpretation of the bylaws and other rules on parliamentary procedure;

2. occupy a seat near the presiding officer during each meeting;

3. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and procedures of her/his particular office;

4. study requests or recommendations for changes in the bylaws;
5. present requests or recommendations concerning association procedures to the executive board for review and action;
6. have the bylaws at hand at each meeting, including the Roberts Rules of Order Revised;
7. communicate proposed amendments to the membership via newsletter and Web page articles;
8. prepare the ballot question for proposed bylaws) revision and send to the election committee chairperson for mailing to the MAEOP members; and
9. be responsible for providing copies and content revisions as needed of the bylaws executive board general duties to new board members; and
10. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The parliamentarian shall be appointed by the president for a term of one year and can be reappointed.

PROFESSIONAL STANDARDS PROGRAM (PSP) DIRECTOR

DUTIES: The PSP Coordinator shall:

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professional and with the procedures of her/his particular office or assignment;
2. bring to the attention of the MAEOP membership all information concerning the NAEOP Professional Standards Program;
3. establish a climate of professionalism in MAEOP;
4. publicize the program through articles in the official publication of MAEOP and by informative announcements at conferences;
5. encourage individual members to enroll in the program and to work toward advanced certificates where members are already holders of certificates;
6. review and submit conference and area meeting agendas to the NAEOP PSP Chairperson for approval of PSP points;
7. review and sign PSP applications as the state representative prior to the applications being sent to NAEOP;
8. assist members with answering questions regarding the application process and;
9. shall be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The state director shall be appointed by the president for a term of one year and can be reappointed.

PUBLIC RELATIONS COMMITTEE

DUTIES: The public relations committee shall

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment;
2. It is suggested that the committee seek assistance through local associations and/or key persons located in the membership districts to publicize the activities and undertakings of MAEOP through various news media and appropriate educational organizations.
3. send to the chairperson two copies of the article published providing name of the newspaper and the date published: One copy is kept in the committee folder and the other copy is sent to the historian for her/his records;
4. use the media of photography whenever possible;
5. provide a meal for the recipient and one guest for both the educational office professional of the year and the administrator of the year at the annual conference: Corsage/boutonniere for recipients will also be provided;
6. make necessary arrangements for the Educational Office Professional of the Year and Administrator of the Year awards in advance of the annual conference, so they may be presented to the recipients at the annual conference.
7. join public relations organizations (i., MinnSPRA) as directed by the executive board;
8. be responsible for submitting agenda items and reports to the president in a timely manner; and
9. work with president in preparing and submitting applications for NAEOP awards.

TERM OF OFFICE: The public relations committee chairperson shall be appointed by the president for a term of one year and can be reappointed.

RETIREE LIAISON

DUTIES: The retiree liaison shall

1. be a retired member of MAEOP;
2. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment;
3. strive to promote active participation in MAEOP among the retired members of the organization;
4. maintain an open relationship with all retired members of the organization, including but not limited to, a special event activity for retired members at each conference;
5. be a member of MAEOP Executive Board; and
6. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The retiree liaison shall be appointed by the president for a term of one year and can be reappointed.

SCHOLARSHIP COMMITTEE

DUTIES: The scholarship committee shall

1. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment;
2. distribute applications and letter to MAEOP membership inviting them to participate in the search for a candidate worthy of the scholarship offered;
3. forward the updated application form to the Webmaster following the annual conference;
4. review applications;
5. select a candidate(s) for recommendation to the executive board for final approval;
 - a) selection must take place in advance of the annual conference in preparation for the scholarship(s) to be awarded at that time.
6. promote the scholarship funding effort; and
7. be responsible for submitting agenda items and reports to the president in a timely manner.

The amount of the scholarship(s) and the number of scholarships) to be awarded will be determined annually by the executive board.

Monies for the scholarship come from the MAEOP treasury with assistance in the form of MAEOP specially designated fundraising projects, donations or contributions from individuals or local organizations.

A meal will be provided for recipient and one guest when the award is presented at the annual conference.

Recipients also receive a corsage/boutonniere for recipient from the conference Committee.

TERM OF OFFICE: The scholarship committee chairperson shall be appointed by the president for a term of one year and can be reappointed.

WAYS AND MEANS COMMITTEE

DUTIES: The ways and means committee shall

1. be responsible for all fund raising efforts of the MAEOP organization;
2. become familiar with the Bylaws of the Minnesota Association of Educational Office Professionals and with the procedures of her/his particular office or assignment;
3. be responsible for submitting agenda items and reports to the president in a timely manner.

TERM OF OFFICE: The ways and means committee chairperson shall be appointed by the president for a term of one year and can be reappointed.