



UNDERSTANDING THE MPSEOC BOARD OF DIRECTORS

What does the Board do?

The Board is responsible for overall policy and direction of the Organization, and delegates responsibility for day-to-day operations to the MPSEOC Executive Director and committees.

Who makes up the Board?

The Board can have up to ten (10) members, and no fewer than three (3) members. The members are elected from the MPSEOC general membership.

How long does a Board member serve?

The regular term of office for directors is four years.

How often does the Board meet?

The Board of Directors meets at least three times during the year but typically once each quarter. The meeting schedule is usually: December, February (1 ½ day retreat), May, August. We usually try to meet in a city that is most central to all Board members.

Are Board members compensated for their service?

Being a Board member is a volunteer position. Members clear their involvement with their own campuses and the college or university pays for travel and other costs associated with attending meetings. MPSEOC provides food at meetings and if there is an overnight stay involved, MPSEOC pays for that as well unless otherwise agreed by the Directors.

What other duties are involved in a Board position?

The Board members serve as resources and decision makers for the Executive Director and membership. The Executive Director maintains regular communication (usually via e-mail and phone) with the Board of Directors and occasionally requests feedback or information from the Directors. Board members may be asked to assist with certain MPSEOC projects and events.

Are there officers?

The officers are President, Vice President, Immediate Past-President, and Secretary, each elected from the current Board of Directors. Vice President, President, and Immediate Past-President are elected to a three-year rotation at the last meeting of the previous fiscal year. The secretary position is elected at the last meeting of the previous fiscal year for a 1 year term. See more about the officer positions on the back of this page.

What does one gain from being a Board member?

Serving as a Board member is one way to be involved in the Admissions profession. It is a way to make professional and personal connections and gain useful leadership skills. It is a great addition to a resume. And, we always try to make involvement on the Board fun!

DESCRIPTIONS OF MPSEOC OFFICER POSITIONS

President. The President is the primary officer and does the following:

- preside over all meetings;
- appoint or dissolve all standing or special committees, only with the approval of the Board of Directors;
- be an ex-officio member of all committees;
- delegate any fiscal or business responsibility of the Corporation to the Executive Director with the approval of the Board of Directors;
- perform such other duties as usually pertain to the office of President or which may be assigned by the Board of Directors; and
- serve on the Board of Directors for the fiscal year immediately following the conclusion of his/her term as President in the position of Immediate Past President.

Vice President. The Vice President does the following:

- discharge the duties of the President in the event of the absence of the President;
- perform such duties as may be assigned by the President or Board of Directors;
- serve as a member of the Governance / Personnel Committee;
- serve on the Board of Directors for the fiscal year immediately following the conclusion of his/her term as Vice President in the position of President.

Secretary. The Secretary is responsible for keeping record of the meetings of MPSEOC, and does the following:

- oversee the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained;
- perform such duties as may be assigned by the President or Board of Directors;
- serve as Secretary for a 1 year term. The Secretary position does not automatically rotate into other officer positions.

Immediate Past President. The Immediate Past President does the following:

- be a full member of the Board of Directors with voting power for a term of one year following the conclusion of such person's presidency even though eligibility to serve on the Board of Directors may have expired;
- serve as nominating committee chairperson;
- serve as a member of the Governance / Personnel Committee; and
- perform such duties as may be assigned by the President or Board of Directors.

**One regular standing committee is the Personnel Subcommittee which is made up of the Past President, Vice President and one at large member. This subcommittee reviews and evaluates the performance of the Executive Director.*

