

STATE OFFICERS DUTIES

PRESIDENT

PRESIDES AT ALL STATE MEETINGS; THERE ARE 3 EXECUTIVE BOARD MEETINGS
ATTENDS NATIONAL CONVENTION AS A DELEGATE
APPOINTS CHAIRS AND PARLIMENTARIAN
PREPARES AGENDA FOR STATE MEETINGS
KEEPS PRESIDENT-ELECT INFORMED
SERVES AS CHAIR OF THE EXECUTIVE BOARD
SIGNS SIGNATURE CARDS FOR BANK ACCOUNTS
SERVES AS AN EX-OFFICIO MEMBER OF ALL COMMITTEES

PRESIDENT ELECT

ASSISTS PRESIDENT IN ALL ACTIVITIES
ATTENDS ALL STATE MEETINGS; THERE ARE THREE EXECUTIVE BOARD MEETINGS
ATTENDS NATIONAL CONVENTION AS A DELEGATE
ASSUMES DUTIES IF PRESIDENT IS UNABLE TO BE PRESENT
PREPARES FOR PRESIDENCY AT THE NEXT ELECTION
HEADS STATE COMMITTEE'S

SECRETARY

KEEPS THE MINUTES OF ALL MEETINGS OF MSMA AND THE EXECUTIVE BOARD MEETINGS
SERVES ON THE EXECUTIVE BOARD
ATTENDS ALL STATE MEETINGS; THERE ARE 3 EXECUTIVE BOARD MEETINGS
ATTENDS NATIONAL CONVENTION AS A DELEGATE
ASSISTS THE PRESIDENT IN ANY CORRESPONDENCE NEEDED

TREASURER

RESPONSIBLE FOR FINANCES OF MSMA
MAINTAINS ACCURATE RECORDS FOR FUNDS
MAINTAINS A CURRENT LIST OF MEMBERS
SERVES AS A MEMBER TO THE EXECUTIVE BOARD
SIGNS SIGNATURE CARDS FOR ALL BANK ACCOUNTS
SERVES AS AN EX-OFFICIO MEMBER TO BUGET AND FINANCE COMMITTEE
ATTENDS NATIONAL CONVENTION AS A ALTERNATE DELEGATE

TRUSTEE

ACTS AS AN ADVISORY BODY TO THE PRESIDENT AND OFFICERS
SERVES ON THE EXECUTIVE BOARD
PREPARED TO ATTEND EXECUTIVE BOARD MEETINGS; THERE ARE THREE EXECUTIVE BOARD MEETINGS THAT ARE SCHEDULED FOR YOU TO ATTEND

**CAN YOU DO THIS OFFICE?
GET NOMINATED TODAY!**