

MRSPA AREA DIRECTORS

- Shall provide a communication link between the MRSPA President and Local Presidents in each area
- Upon appointment to the position contact each Local President
 - Introduce yourself
 - Offer to assist the association
 - Request a schedule of member meetings and board meetings
 - Request to be invited to a local meeting and be given an opportunity to update on happenings at MRSPA
 - Request to be added to the mailing (email or regular mail) of association newsletters and other communications
- Make contact annually in August with Local Presidents requesting similar information as above
- Introduce yourself when a new President has taken office
 - Request information as above
 - Check that Resource Manual has been received from Past President
- Use email, regular mail, and/or phone calls to make personal contacts as needed
- Shall maintain a schedule to visit each local association of the area at least once a year
- Offer to give updates from MRSPA at association member functions
 - May not be necessary if MRSPA President and/or Executive Director are also present at functions
- Deliver MRSPA Handbooks as needed
- Install new officers as needed
 - Installation form available from Barb Catron at MRSPA Office
- Shall assist any local association with local programs and/or speakers upon request
- Shall provide a communication link between the Legislative Chair and Local Presidents when emergency action is required
- Can submit articles and/or pictures to the MRSPA Newsletter

**MRSPA AREA DIRECTORS
(CONTINUED)**

- Shall serve as a member of MRSPA
 - Board of Directors meeting in August, December, and March
 - Executive Committee meeting in January and June
 - Finance Committee meeting as needed
 - Nominating Committee meeting as needed

- Shall attend
 - Leadership Workshop in September
 - MRSPA Annual Business Meeting in May

- Encouraged to attend
 - Legislative Workshop in November
 - Presidents Meeting in March

- Has expense account in MRSPA budget to cover expenses/travel while on MRSPA business
 - All expenses reported on the Reimbursement or Request for Payment green voucher form
 - Expenses to attend local meetings in that area or when the Area Director hosts a luncheon of the Local Presidents

- Shall submit a written report of activities to be included in agenda for each Board of Directors Meeting
 - Report submitted to MRSPA office according to due date schedule

- Shall submit a written report to be included in the MRSPA Annual Business Meeting Booklet
 - Shall compile the typed annual reports from their local associations and send them to the MRSPA office
 - Reports submitted to MRSPA according to due date schedule

MRSPA STANDING COMMITTEE CHAIRS

- The President, in consultation with the Executive Committee, shall annually appoint standing committee chairs.
- Each Committee Chair may serve maximum of four (4) consecutive years.
- Each Committee Chair, in consultation with the President, shall select members of his/her committee. All committee members shall be members of MRSPA and agree to attend committee meetings. Every effort shall be made to ensure area representation.
- Committee Chairs determine the meeting dates and times of the committee. Committee Chairs shall, in consultation with the MRSPA President and/or Executive Director, prepare an agenda prior to each committee meeting. A quorum must be determined before each meeting and a recorder named who will submit minutes to the MRSPA office for distribution.
- Committee Chairs and committee members may submit a request for travel expenses on the Reimbursement or Request for Payment green expense voucher form for any meetings attended on MRSPA business.
- Committee Chairs are members of the Board of Directors and attend its meetings in August, December, and March. A written report is submitted to the MRSPA office according to a due date schedule to be included on the agenda for each meeting.
- Committee Chairs will attend the MRSPA Annual Business Meeting in May. Committee Chairs submit annually a written report of the committee's activities for inclusion in the MRSPA Annual Meeting Booklet. The reports are to be one typewritten page and received in the MRSPA office on or before the deadline determined by the MRSPA office.
- Committee Chairs will submit an article for inclusion in the MRSPA Newsletter at the request of the Editor. Currently the Executive Director requests articles for the newsletter. Committee Chairs may need to work with the Executive Director to see that there is timely material for each issue.
- The Standing Committees of this Association shall be: Bylaws, Community Service, Consumer Education, Finance, Legislative, Member Benefits, Membership, Nominating, Public Relations, Scholarship, and Travel.