

## **President Duties**

### ***Expectations of the President:***

- The President shall preside at all meetings of the Association and the Executive Committee
- The President shall call special meetings of the Executive Committee when necessary
- Attends all meetings of the organization and the Executive Committee
- Meets deadlines
- The President shall perform all other duties pertaining to the office and shall represent the Association as the office requires

### ***Specific duties assigned to the President:***

In addition, the President shall perform the following tasks:

- With the assistance of the Executive Committee, appoint the chairperson of the committees.
- Provide written explanation as to the purpose and duties of the committee.
- Assist the chairperson in the planning of the committee's work when needed.
- The President, with the assistance of the Executive Committee, shall develop and publish the work for the year.
- Assist in keeping the membership informed on developments that directly affect the film community.
- Attend education professional meetings and/or other professional meetings whenever possible.
- Encourage professional membership and involvement in regional, state, and national film education associations.
- Prepare an agenda for all scheduled meetings of the Association and distribute it to the membership of the assembly in advance of the meeting.
- Make arrangements for all meetings of the Association after the meeting site has been approved by the Executive Committee.
- Conduct all meetings using parliamentary procedures so that the work of the Association is disbursed properly and efficiently.
- Closely monitor the operation of the Association during the tenure of office, including budget and finance.
- Must approve all over budget items prior to incurring indebtedness.
- Participate in the development of correspondence sent out in the name of the Association. Provide copies of all communications to the other members of the Executive Committee.
- Represent the Association at speaking engagements when asked and budget permits.
- Assist in compiling a list of names and addresses of newly elected officers and committee chairpersons for the Executive Committee and other designated individuals.

- Assist the Executive Committee in the selection of a conference theme and conference chairperson.
- Encourage and promote attendance in the Association's annual conference (when conference is set in motion).
- Participate in the annual awards banquet and presentation ceremonies (when applicable).
- Be familiar with the Association's policies, procedures, plans, and constitution.
- Monitor the nomination and election of officers of the Association.
- Assume special responsibilities as may be assigned.
- Maintain accurate records and files of communications and activities of the Association. Transfer this information to the president-elect at the end of the term.
- Provide leadership to carry out the provisions of approved resolutions.
- Provide input in the development of the annual budget.

***Desired Attributes of the President:***

The ideal President drives the mission/vision/values of the Association. They are selfless and dedicated to the further development of the Association.

***Time Commitment:***

- MOFA Mixers: 6 p.m. to 11 p.m. once per month
- MOFA Board Meetings: 7 p.m. to 9 p.m. once per month
- Misc Events: approximately 3.5 hrs per month
- Time to fulfill action items: approximately 10 hrs per month
- *Total: approximately 20.5 hrs per month*

## Vice President Duties

### ***Expectations of the Vice President:***

Serves as a member of the Executive Committee  
Attends all meetings of the organization and the Executive Committee  
Meets deadlines

### ***Specific duties assigned to the Vice President:***

- Assists the President in developing agendas and programs
- Serves as primary liaison (from the Executive Committee) to External Committees
- Reviews and shares pertinent material collected from External Committees with all Board members
- Ensures that procedural manual is available at each meeting
- Reviews MOFA web page and insures updates are made as necessary
- Creates appropriate transfer manual for incoming vice-president

### ***Desired Attributes of the Vice President:***

The ideal Vice President steps in when the President is not available or cannot serve. The Vice President is supportive of the President, understands his/her role, supports the mission/vision/values of the organization and keeps the President informed of all actions taken.

### ***Time Commitment:***

- MOFA Mixers: 6 p.m. to 11 p.m. once per month
- MOFA Board Meetings: 7 p.m. to 9 p.m. once per month
- Misc Events: approximately 1.5 hrs per month
- Time to fulfill action items: approximately 2.5 hrs per month
- *Total: approximately 11 hrs per month*

## Secretary Duties

### ***Expectations of the Secretary:***

Serves as a member of the Executive Committee  
Attends all meetings of the organization and the Executive Committee  
Meets deadlines

### ***Specific duties assigned to the Secretary:***

- Assume responsibility for maintenance of accurate records of the proceedings of the Association and the Executive Committee.
- Assume responsibility for preparation and distribution of minutes of all meetings of the Executive Committee.
- Authenticate official records and proceedings of the Association and the Executive Committee as required by law or as directed by the Association or by the Executive Committee.
- Keep the President and Vice President fully informed of all developments concerning the work of the office of Secretary.
- Perform other duties and assume other responsibilities as may be delegated by the Association or the Executive Committee.

### ***Desired Attributes of the Secretary:***

The ideal Secretary must be detail oriented and organized. The Secretary must understand or be willing to learn the record keeping practices needed to support a non-profit organization.

### ***Time Commitment:***

MOFA Mixers: 6 p.m. to 11 p.m. once per month  
MOFA Board Meetings: 7 p.m. to 9 p.m. once per month  
Time to fulfill action items: approximately 2 hrs per month  
*Total: approximately 9 hrs per month*

## **Treasurer Duties**

### ***Expectations of the Treasurer:***

Serves as a member of the Executive Committee  
Attends all meetings of the organization and the Executive Committee  
Meets deadlines

### ***Specific duties assigned to the Treasurer***

- Assume responsibility for maintenance of all such financial records as may be required by law or by the Association.
- Assume responsibility for preparation and distribution of regular financial reports to members of the Executive Committee.
- Cosign checks drawn written against Association funds. Upon specific prior authorization by the Executive Committee (which authorization shall be valid for a period not exceeding one year), the Treasurer's signature may be affixed to checks by facsimile device. Copies of all checks shall be provided to the Treasurer.
- Direct that the financial records of the Association are submitted for independent, outside audit as authorized by the Executive Committee.
- Keep the President and Vice President fully informed of all developments concerning the work of the office of Treasurer.
- Perform other duties and assume other responsibilities as may be delegated by the Association or the Executive Committee.

### ***Desired Attributes of the Treasurer:***

The ideal Treasurer must be honest and ethical. The Treasurer must understand financial bookkeeping practices and how to support a non-profit organization.

### ***Time Commitment:***

MOFA Mixers: 6 p.m. to 11 p.m. once per month  
MOFA Board Meetings: 7 p.m. to 9 p.m. once per month  
Time to fulfill action items: approximately 2 hrs per month  
*Total: approximately 9 hrs per month*