

# Board of Directors Responsibilities

Activities of the MNRS board of directors will be in accordance with the MNRS bylaws and the policies and procedures. The incoming board is installed at the annual conference.

## 1.1 Board of Directors

### A. Responsibilities

1. Directs the association based on the overall mission of MNRS.
2. Updates and approves strategic plans.
3. Develops and approves policies and procedures.
4. Exercises fiduciary responsibility by ensuring that MNRS finances are properly managed and by approving responsible budgets.
5. Oversees and evaluates MNRS programs to assure that committee objectives are being achieved.
6. Approves committee chairs and committee chairs' recommendations for committee members.
7. Retains professional management, legal counsel, and independent auditor.
8. Conducts meetings that are open to all members to attend, except as otherwise announced.
9. Assists during membership recruitment and retention, when called upon by the membership committee.
10. Delegates the day-to-day management of the association to volunteer committees and staff.
11. Utilizes staff to assist in photocopying and mailing of all correspondence related to office.
12. Adheres to the financial policies set forth under the General Finance section of the MNRS Policies and Procedures Manual.
13. Turns over all official records to successors at the end of term.
14. Selects Annual Research Conference date and location.

### B. Board Meetings

1. The board will meet quarterly unless otherwise directed by the president.
2. Agenda items will be submitted to the president or executive director three weeks prior to each board meeting.
3. Agendas will be prepared by the president in coordination with staff and distributed by staff two weeks prior to each board meeting.
4. Staff will secure hotel and meeting rooms for the board meeting and notify board members.
5. Board members will coordinate their travel arrangements with the association's designated travel agency.

### C. Minutes

1. Staff will prepare and send draft minutes to the secretary and the president for review two weeks after each board meeting.

2. The secretary will submit comments/changes to staff within one week of receiving the draft.
3. Staff will send a revised draft of the minutes to board members three weeks after each board meeting.
4. Board members will submit their recommended changes to the minutes to staff one week after receiving.
5. Staff will consult with the president and the secretary on any questions or conflicts regarding the changes submitted by board members.
6. Staff will incorporate changes from board members and distribute a final draft in the next board agenda.
7. Board will approve the minutes at the next board meeting.

## 1.2 Executive Committee

### A. Qualifications

1. The executive committee will be comprised of the elected officers of the Society: the president, president-elect, vice president, treasurer, and secretary.

### B. Responsibilities

1. Responsible for interim supervision of routine matters that arise between board meetings.
2. Oversees the financial management of the association. Develops short and long term financial plans for the association.
3. Reviews the preliminary budget developed by staff and makes the appropriate adjustments to reflect program priorities established by the board in the strategic plan prior to the June Board meeting.
4. Reviews the investment policy approved by the full board to ensure that it supports the financial goals of the association and makes recommendations for changes when necessary.
5. Sensitive to the fact that the management of the association is vested in the board and not the executive committee.

## 1.3 President

### A. Qualifications

1. Holds an active membership in MNRS and is a member in good standing.
2. Has previously served or is currently serving as a member of the Board of Directors.
3. Is elected by the membership.

### B. Responsibilities

1. Presides at all board, association, and executive committee meetings.
2. Appoints chairpersons of all committees for ratification approval by the Board of Directors.
3. Serves as an ex-officio member of each standing and special committee.
4. Acts as the coordinator for strategic planning.

5. Acts as the official spokesperson for the association.
6. Work with the Committee Chairman on selection of Committee members, for approval by the Board of Directors.

## 1.4 Vice President

### A. **Qualifications**

1. Holds an active membership in MNRS and is a member in good standing.
2. Is elected by the membership.

### B. **Responsibilities**

1. Acts in the president's stead and with the president's powers in the absence of the president, or in the case of the president's inability to act.
2. Serves as a member of the executive committee.

## 1.5 President-elect

### A. **Qualifications**

1. Holds an active membership in MNRS and is a member in good standing.
2. Has current or previous experience as a member of the Board of Directors.
3. Is elected by the membership.

### B. **Responsibilities**

1. Utilizes term of office to become familiar with the current issues of the society in order to prepare for the office of president.
2. Serves as a member of the executive committee.

## 1.6 Treasurer

### A. **Qualifications**

1. Holds an active membership in MNRS and is a member in good standing.
2. Is elected by the membership.

### B. **Responsibilities**

1. Serves as chair of the finance committee.
2. Ensures that board approved financial management policies and procedures are being followed.
3. Reports the financial status of the association on a quarterly basis to the board.
4. Assists in the annual audit of the association by an auditor approved by the board.
5. Ensures that all government required filings are properly completed and submitted in a timely fashion.
6. Serves as a member of the executive committee.

## 1.7 Secretary

### A. **Qualifications**

1. Holds an active membership in MNRS and is a member in good standing.
2. Is elected by the membership.

### B. **Responsibilities**

1. Ensures that proper record keeping practices are being followed.
2. Verifies that the minutes for each meeting are approved at the following meeting of the board.
3. Prepares the MNRS News material for WJNR, getting input from the President and MNRS staff.
4. Serves as a member of the executive committee.

## 1.8 Board Member

### A. **Qualifications**

1. Holds an active membership in MNRS and is a member in good standing.
2. Is elected by the membership.

### B. **Responsibilities**

1. Refer to **1.1 Board of Directors, A.**

## 1.9 Election Cycle

President	Term of office begins in odd years
President-Elect	Elected for One-year term in even years
Vice President	Elected in even years
Treasurer	Elected in odd years
Secretary	Elected in even years
Board Member	Two positions are elected in odd years and one position is elected in even years