

Missouri Academic Advising Association (MACADA)

Working Job Descriptions and Responsibilities

The following working job descriptions are to clarify and explain the officers' duties stated in the bylaws of the Missouri Academic Advising Association (MACADA)

Duties & Responsibilities of ALL Executive Board Members

- Promote the purpose and goals of MACADA and work within the framework of the bylaws as established by the organization
- Represent MACADA in professional dealings with their school, the membership, and other professional organizations
- Attend all Executive Board meetings—generally 5 per year: in December, February, April, July and September, held in conjunction with MACADA Annual Conference. Meetings are normally, though not exclusively, held on a Friday, in a central Missouri location
- Submit a written report in advance of the board meeting if unable to attend
- Write articles or provide materials for each issue of the MACADA News, published twice yearly online
- Assist with special projects or activities as determined by the Board
- Encourage members to submit nominations for state, regional and national awards
- Assist with planning and presenting the annual conference held in the fall of each year (usually late September at Lake of the Ozarks)
- Submit an Annual Report for inclusion in the Conference Notebook
- Provide appropriate records and reports to the Past-President/Historian for inclusion in the MACADA archives

Immediate Past President/Historian:

(3rd year of a 3-year commitment - 1st year as President-Elect and 2nd year as President)

- Keep a record of the facts, events, and accomplishments of the association
- Assemble the basic records of each year and place these with other association records in the Western Historical Manuscript Collection at the University of Missouri in Columbia at the time they designate
- Gather the following additional materials for deposit in the archives:
- The annual report of the association president, including a summary of association activities (Included in annual conference program)
- Annual reports of other association board members. (Included in the annual conference program)
- Copies of the annual conference program, and state workshop drive-in conference programs hosted by the association
- Hard copies of the association newsletter The MACADA News
- Minutes of all association meetings, board meetings and special meetings called by the president
- Treasurer's Report and associated documents
- Any materials sent by board members or committee chairs when they clean out predecessor's records, or which they clean out of their own files
- Shall accept for deposit in the archives any other material, such as scrapbooks, letters, etc, which a board member or committee member chooses to send, so long as the historian deems it to be of historical value
- Shall, from time to time, seek to publish supplements to the history of the association

President

(2nd year of a 3-year commitment - 1st year as President-Elect and 3rd year as Immediate Past President /Historian)

- Lead the Executive Board in keeping focus and direction for MACADA
- Prepare agendas for meetings
- If possible, attend NACADA Region VII Conference and coordinate with NACADA Region VII Representative to conduct the state meeting
- Appoint an Audit Committee to review the Treasurer's reports and financial statement on an annual basis, sometime prior to the annual conference
- Provide written year-end report for conference notebook

President-elect

(1st year of a 3-year commitment - 2nd year is President and 3rd year is Immediate Past President /Historian)

- Maintain regular communication with the president
- Be prepared to fill in for any duties of the president in his/her absence
- Provide written year-end report for conference notebook.

- Responsible for organizing and leading an Awards committee of MACADA members (preferably non-board members) to review nominations and select recipients of the MACADA awards.
- Responsible for obtaining plaques for state conference awards
- Responsible for preparing certificates for retiring board members

Vice-President for Communications

- Responsible for overseeing MACADA Web Page updated with current and accurate information (enlist help where necessary)
- Publish and distribute a newsletter to the membership on a regular basis (presently published twice a year in January and July - approx. 8 pages.) The steps include:
- Develop a list of possible article topics from member requests, conference topics, informal needs assessments, current advising/student trends, etc.
- Solicit articles from each board member
- Develop forms for conference registration and award nominations for July issue
- Design the layout and have it proofed
- Convert to PDF format to send via email to the membership
- Coordinate efforts with the VP of Membership to updated email addresses.
- Design membership brochure and letterhead for distribution by VP of Membership
- Prepare and distribute other mailings and email correspondence when necessary
- Provide written year-end report for conference notebook

Vice-President for Membership

- Maintain database of all members including, receiving new memberships, emailing welcome letter, and adding information to database
- Mail check and copy of membership information to Treasurer
- Distribute current membership count sorted by region at each board meeting
- Act as a resource for regional reps in order to help them fulfill their responsibilities
- Provide membership list to Vice-President for Communication for distribution of newsletters
- Prepare copies of MACADA membership brochure for distribution at appropriate higher education meetings, conferences, workshops, etc.
- Prepare current membership list and complete membership report for annual MACADA Conference packet
- Ensure that new members get membership card either at the conference or by mail
- After the conference, email non-renewed members a letter asking them if they wish to renew their membership
- Appropriately utilize national, regional, and local professional development opportunities to recruit new members

Vice-President for Multiculturalism/Diversity

- Research current information on culturally diverse issues by utilizing books, professional magazines and the internet
- Act as liaison for advisors to disseminate current information obtained from conferences, workshops and research
- Ensure agenda items that involve multicultural issues are presented and discussed.
- Maintain a calendar of events for various multicultural functions at member colleges.
- Provide materials on various multicultural issues for publication in The MACADA News to inform and nurture sensitivity in multicultural areas
- Provide written year-end report for conference notebook
- Present workshops and/or recruit proposals on multiculturalism/diversity for the annual conference

Vice-President for Programs and Professional Development

- Member of Conference Site Selection Committee as needed
- Provide members with information regarding professional development opportunities at the state, regional, national and international levels
- Take a leadership role in establishing theme and format for MACADA annual conference Reserve conference location: meeting rooms, block hotel rooms, set up room for board
- Prepare call for proposals for annual conference (working with VP for Communications) and receive submissions
- Confirm participation of selected speakers/proposals
- Negotiate contract(s) for meals
- Search for favors and conference giveaways
- Notify hotel of menu selection and breaks with approximate numbers (locations/times).
- Monitor hotel room reservations and ask for extension if necessary; e-mail members for deadline reminders
- Purchase reservation and chat room table centerpieces as needed
- Purchase food and drinks for hospitality room and make sign identifying room
- Finalize meal counts and special dietary requests for hotel
- Determine AV equipment needs/room set-up requirements of presenters and confirm with hotel
- At and during conference- set up hospitality room and find people to staff it, write checks for speakers, and give to appropriate board member, collect extra giveaways from meal tables for the following year's conference, and transport door prizes to last event and distribute
- Double check hotel bill before leaving conference facilities (meal #'s and amounts)
- Prepare program agenda and evaluation form for conference packet

NACADA Region VII Representative:

- Maintain communication with NACADA Region VII Chair and other NACADA personnel
- Attend NACADA Region VII and NACADA Conference
- Participate as member of Region VII Steering Committee in meetings at the regional and national conferences and in conference calls as required
- Lead the Missouri State meeting at the NACADA Region VII conference
- Report NACADA deadlines for grants, awards, conference proposal submissions, etc. Provide dates and reminders for NACADA regional and national conferences
- Provide written year-end report for MACADA conference notebook

Secretary

- Take minutes at all board meetings and distribute to members in a timely manner
- Publish any proposed changes to by-laws
- Prepare ballot of election of officers each year at annual meeting
- Present minutes of previous annual meeting to membership at annual conference for membership approval
- Take minutes at annual meeting each year and prepare for distribution the following year
- Coordinate approved bylaw changes with VP of Communications to update bylaws on the MACADA webpage
- Provide list of current board members, and list of open board position for the upcoming year in the annual conference notebook
- Keep MACADA Working Job Descriptions document updated as needed
- Prepare written correspondence as needed or directed by the Executive Board
- Provide Historian with minutes and conference materials at the end of appropriate year, keeping records from the past three years for ease of reference.

Treasurer

- Report finances at MACADA board meetings
- Purchase office materials (envelopes, stamps, paper, labels, etc.) as needed
- Maintain MACADA checking account, deposit money, pay bills and keep accurate records
- Remaining activities all relate directly to MACADA annual conference:
- Set budget for conference
- Collect and organize material for the conference notebook from other board members
- Have conference notebook printed and bring all copies to the conference
- Prepare individual nametags for conference participants to include ticket for door prizes and membership card
- Prepare list of conference attendees and financial report
- Print out final conference registration list and highlight those that are not paid
- Maintain conference registration and membership database as registrations are received and send confirmation of payment for membership and/or conference fee

- Man check-in table during conference for late arrivals
- Get new \$100 bills for Outstanding Advisor Awards winners, put in envelopes and give to president prior to the annual business meeting
- Take money box, change, and receipt book for registration table
- Double-check hotel bill before leaving conference facilities (meal #'s and amounts)

Representatives

- Work to increase membership in their region by contacting potential members via mail, phone, e-mail and personal visits
- Maintain contacts with advisors from schools other than home institution about most effective means to recruit members
- Seek out faculty and administrators who support advising and might be interested in MACADA
- Maintain contact with as many MACADA members as possible in the region to keep them informed about upcoming MACADA events/deadlines via mail, phone, e-mail or personal visits
- Encourage current members to consider running for a MACADA Board office or be a presenter at a conference
- Submit a report on activity in the region each year to the Vice-President for Membership and the Treasurer for the conference binder