



Maine Educational Opportunity Association

MEEOA

Position Descriptions

Executive Committee

President
President-Elect
Past-President
Treasurer
Secretary
Conference Committee Chair

Standing Committees

Conference Committee
Nominations and Elections Committee

Ad-Hoc Committees/Coordinators

Membership Coordinator
Alumni Committee
Hall of Flags Coordinator
Webmaster
Fair Share Coordinator
Development Committee
Government Relations Coordinator
Leadership Coordinator
Factbook Coordinator

President

Position Summary:

The president is the chief elected officer of the Association and presides at all general meetings of the delegate assembly. The President is the chairperson of the Executive Committee and, with the advice and consent of the Executive Committee, appoints all chairpersons of standing and ad hoc committees. The President will be an ex-officio member of all committees, except nominations and elections. The President shall in no way be employed by the Association. Priorities include: COE issues, educating lawmakers, disseminating information about the Association, promoting membership involvement in committees, clarifying responsibility and accountability for committee chairs, and preparing the interim and annual reports to the membership.

Principal Responsibilities:

- Set dates and locations of Executive Committee orientation in September and eight (8) additional meetings.
- Facilitate Executive Committee orientation and meetings throughout the year.
- Preside at all general meetings of the Executive Committee.
- Conduct business meeting at Annual Conference.
- Attend NEOA Board meetings.
- Prepare state reports for NEOA Board meetings.
- Complete COE State Scorecard at the beginning and end of year.
- Respond to COE Action Alerts and activate E-mail/fax/phone and other communication systems.
- Disseminate information from COE and NEOA.
- Produce Annual Report for Annual Meeting and at end of year.
- Respond to member and association concerns.
- Call emergency meetings as needed.
- Carry out the mission of the organization; review and update the Strategic Plan.

Ceremonial Responsibilities:

- Attend COE Policy Seminar
- Attend State Conference
- Attend NEOA Conference

President–Elect

Position Summary:

The President-Elect serves with the same powers as the President in the event that the President becomes incapacitated or resigns. The President-elect serves as "President in training". The priorities of this office include chairing the Nominations and Elections committee. The Nominating Committee shall be responsible for ensuring a slate of candidates for the annual election. Additionally, obtain Alumni nominations from membership for Policy Seminar.

Principal Responsibilities:

- Attend Executive Committee orientation and meetings throughout the year.
- Serve on MEEOA Executive Committee and subcommittees as assigned by MEEOA President.
- Represent the president as needed.
- Assist president and committee chairs in achieving their goals.
- Plan for up-coming year's activities.
- Actively contribute to and participate in all Executive Committee activities/discussions.

Ceremonial Responsibilities:

- Attend COE Policy Seminar
- Attend State Conference
- Attend NEOA Conference

Past–President

Position Summary:

The main duty of the Past President is to serve as a resource for current Executive Committee members and function as the State Liaison for the association with NEOA.

Principal Responsibilities:

- Serve on the MEEOA Executive Committee and subcommittees as assigned by MEEOA President.
- Participate in Executive Committee orientation and meetings throughout the year.
- Attend NEOA board orientation and additional board meetings, serving as the state liaison.
- Follow-up on presidential goals and initiatives.
- Provide advice and guidance to current officers and chairs.
- Actively contribute to and participate in all Executive Committee activities/discussions.
- Serve as Nominations/Elections Chair.

Ceremonial Responsibilities:

- Attend State Conference
- Attend NEOA Conference

Treasurer

Position Summary:

The Treasurer is responsible for the receipt and expenditure of funds in accordance with the fiscal policies established by the MEEEOA Executive Committee. The Treasurer maintains appropriate and adequate financial records and is prepared, at any time, at the direction of the board, to surrender such records and monies to the Executive Committee or succeeding Treasurer. The Treasurer will submit reports as requested to the association, submit an audited report at the annual meeting, and shall be under such bond as may be determined by the MEEEOA Executive Committee.

Principal Responsibilities:

- Serve on the MEEEOA Executive Committee and subcommittees as assigned by MEEEOA President.
- Participate in Executive Committee orientation and meetings throughout the year.
- Carry out the fiscal activities of the Association according to the MEEEOA bylaws and fiscal policies manual.
- Pay bills of the organization in a timely fashion.
- Deposit income and coordinate deposits of the organization in a timely fashion.
- Account for all fiscal transactions.
- Assist president and event chairs with contract negotiations.
- Maintain accurate and detailed financial records.
- Provide records to auditor for annual financial review and tax preparation.
- Actively contribute to and participate in all Executive Committee activities/discussions.

Ceremonial Responsibilities:

- Attend State Conference
- Attend NEOA Conference

Secretary

Position Summary:

The position of secretary requires attendance at all Executive Committee meetings and State meetings and has the official recording responsibility. These minutes are typed during the meeting and then sent to the MEEOA Webmaster to be posted on the MEEOA website. At the next meeting, if any edits are needed, the secretary updates the minutes and resends them to the Webmaster to be updated on the website.

Principal Responsibilities:

- Participate in Executive Committee orientation and meetings throughout the year.
- Serve on MEEOA Executive Committee and subcommittees as assigned by MEEOA. President.
- Record accurate and detailed minutes of board meetings including attendance and Treasurer's report.
- Record accurate and detailed minutes of Annual business meeting.
- Type and send minutes of all board meetings to the MEEOA Webmaster.
- Actively contribute to and participate in all Executive Committee activities/discussions.

Ceremonial Responsibilities:

- Attend State Conference
- Attend NEOA Conference

Conference Committee Chair

Position Summary:

The MEEOA Conference Committee Chair (or Co-Chair) is responsible for most aspects related to the organization's annual conference. The chair selects and works with a committee of volunteers, assigns and monitors the work of the committee members, and provides reports and updates to the Executive Committee.

Principal Responsibilities:

- Participate in Executive Committee orientation
- Propose dates and location to Executive Committee, if not established prior to beginning the term as chair.
- Propose budget for Conference to Executive Committee.
- Invite MEEOA members and others to join the Conference Committee.
- Establish timeline and method for Committee meetings.
- Establish timeline for major Conference tasks.
- Develop a plan for securing community supports for the Conference.
- Communicate with Executive Committee and MEEOA members to ask for community supports.
- Coordinate with web master to post Conference-related information, registration forms, etc.
- Develop a plan to promote registration, workshop presentations and financial supports.
- Coordinate with Membership chair to confirm eligibility for reduced registrations and to staff the registration table.
- Coordinate with Treasurer to confirm payments and to invoice, as necessary.
- Innovate, have fun, and enjoy the Conference.

Membership Coordinator

Position Summary:

Monthly responsibilities include: the active promotion of membership in the association; determining membership type and eligibility; making sure the names of eligible voters are recorded; monitoring and tallying votes during nomination and elections; and other duties as needed. Annual priorities include: increasing membership, disseminating membership data, and developing an effective membership dues collection system.

Principal Responsibilities:

- Participate in Executive Committee orientation and meetings throughout the year.
- Network with Maine's community partners in order to increase membership.
- Encourage membership and growth by identifying new members within the state.
- Update and maintain membership database and online directory via the website.
- Collect, track and record all payment from members and send to MEEOA treasurer.
- Create monthly reports and present them at MEEOA executive committee meetings.
- Administer membership surveys and membership renewal reminders.
- Assist with conference planning and participate in workshops and plenary sessions.
- Assist with the recruitment of individuals from various programs to take on leadership roles.
- Actively contribute to and participate in all Executive Committee activities/discussions.

Ceremonial Responsibilities:

- Attend State Conference

Alumni Committee Chair

Position Summary:

This is an ad hoc committee chair role whose annual priority is to encourage the development of TRIO Alumni Societies. The chair works with the National TRIO Alumnae Society Chair and state alumni bodies wherever possible.

Principal Responsibilities:

- Participate in Executive Committee orientation and meetings throughout the year.
- Develop, maintain and update the MEOA TRIO Alumni database, including TRiO program-like alumni.
- Establish and advise TRiO Alumni advisory board.
- Act as a resource for suggestions for alumni activities and events.
- Promote and encourage the development of TRIO Alumni in the state.
- Collaborate with conference committee for information tables and workshop(s) at conference and events as appropriate.
- Assist NEOA and COE TRIO Alumni Chair with implementation of goals.
- Actively participate in and contribute to all Executive Committee activities/ discussions.

Hall of Flags Chair

Position Summary:

The Hall of Flags position is responsible for coordinating the association's Hall of Flags event in March or April. The goal of the event is to increase recognition of the role of TRIO in Maine establish and maintain strong relationships with state legislators and civic leaders such that TRIO professionals may influence state policy and achieve greater legislative and fiscal support for increased college access.

Principal Responsibilities:

- Participate in Executive Committee orientation.
- Work with the Executive Committee to identify an appropriate date/time for the event (usually held in the morning from 8am-12noon on a Tuesday -Thursday when the legislature is in session in March).
- Work with executive committee to determine whether there are any special programs, recognitions or presentations to take place simultaneously.
- Contact the clerk's office of the Maine House of Representatives to reserve the Hall of Flags and follow-up with the signed contract and \$1000 refundable deposit.
- Order food & tables for the event and work with MEEOA treasurer to ensure payment and documentation.
- Encourage TRiO programs to attend and connect with local legislators.
- Establish and schedule slots for House & Senate pages for the morning.
- Contact local media to promote PR of the event.
- Delegate photographer for the event.
- Report back to the executive committee regarding budget and success.
- Distribute photos and narrative of the event to media and to NEOA and COE.

Webmaster

Position Summary:

The responsibilities of this position include oversight and management of the MEEEOA website; interaction with committee chairs and support of major MEEEOA activities through development and promotion of website materials; and assistance in meeting technology needs for MEEEOA events and initiatives.

Principal Responsibilities:

- Provide schedule of when content for website should be delivered to all appropriate committee members or board members.
- Regularly update website.
- Assist board members and/or committee members with other technology resources as needed.
- Assist Conference Committee Chair(s) in meeting technology needs for the conference, including online registration.
- Assist Membership Committee Chair in maintaining online membership system.
- Update and prepare timeline/manual for future webmasters.

Fair Share Coordinator

Position Summary:

The Council for Opportunity in Education depends on institutional memberships, subscriptions, and personal contributions as its major source of operating revenue. Fair Share is the sharing of budgetary responsibility needed for the Council for Opportunity in Education to operate based on the relative number of TRIO projects in an area. Maine's Fair Share Coordinator works with NEOA's President-Elect to encourage MEEEOA membership and Institutions to contribute annually to Fair Share.

Principal Responsibilities:

- Ensure MEEEOA meets its COE Fair Share Goal
- Review COE Fair Share reports and maintain the confidentiality of donors
- Advise MEEEOA board on progress toward goal
- Coordinate Fair Share Institutional Membership Asks & report contact information to NEOA president – elect
- Create giving opportunities at MEEEOA functions
- Distribute 10 for 10 campaign materials electronically to membership
- Call membership to encourage giving
- Collect donations at events and send them to COE

Development Committee Chair

Position Summary:

The MEEOA Development Committee Chair is responsible for developing and implementing a plan to assure the organization's short- and long-term fiscal stability and sustainability. The chair selects and works with a committee of volunteers, assigns and monitors the work of the committee members, and provides reports and updates to the Executive Committee. Ideally, the Development Committee takes the burden of major fund raising off the other committee chairs, such as Conference Committee, and builds and nurtures long-term relationships and coordinates development activities.

Principal Responsibilities:

- Participate in Executive Committee orientation and meetings throughout the year.
- Assemble and chair a committee of members and others who are interested in development for the organization and who may have skills or community ties useful for development.
- Survey early in the fiscal year the Executive Committee members and other leaders in the organization to determine if they have fiscal needs that need support beyond what is budgeted for their activities.
- Develop, review and implement a short-term plan for fundraising and support that reflects the needs of the organization during the fiscal year in conjunction with committee chairs and leaders.
- Develop, review and implement a long-term plan for fundraising and support based on strategic and long-range goals of the organization.
- Develop and nurture long-term relationships with community supporters, especially on a year-to-year, ongoing, continual basis, so that the relationship with community supports is not lost.