



Executive Board Job Descriptions

Revised February 2016

Manitoba Association of School Psychologists (MASP) Executive Board Job Description

PRESIDENT

Term: 1 year

Overview of Role: The President shall be the chief officer of the Association and shall preside at all general meetings and at meetings of the Executive Board. He/She shall perform all duties incident to the office and he/she shall have such other powers and duties as may from time to time be assigned to him/her by the Association. He/She shall be a member ex-officio of all committees. (MASP Constitution)

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Act as a co-signing authority with respect to MASP funds, cheques and financial accounts.
3. File Annual Return of Information re: Direction with payment (approximately \$50) to Companies office by August 31. Necessary papers will be forwarded from the Companies Office to MASP at end of July.
4. Delegate or personally check MASP mailbox [Ensure Vice-President has spare mailbox key].
5. Prepare agenda for monthly meeting with input from Board members.
6. Collaborate with the MASP Secretary to ensure complete and accurate minutes of all Executive Board and General Membership meetings.
7. Chair all meetings of the Executive Board, Annual General Meeting and any other Special meetings of the Membership.
8. Follow guidelines for MASP Award of Excellence.
9. Prepare and provide a written report to members at the Annual General Meeting.
10. Maintain contact with all Committee Chairpersons and keep apprised of their progress toward goals established by the Executive Board.
11. Represent MASP at all official functions.
12. Act as the sole official signing office on all official correspondence.
13. Shall receive and safeguard passwords for all electronic materials and/or accounts.
14. Bring greetings on behalf of MASP to other Psychology organizations in the province, when invited to do so.
15. Cast an extra vote in the case of tie votes at Committee or Executive Board meetings.

Manitoba Association of School Psychologists (MASP)
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VICE-PRESIDENT

Term: 1 year

Overview of Role: The Vice-President shall preside at all general meetings and at meetings of the Executive Board in the absence of the President. He/She shall have such other powers and duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board. (MASP Constitution)

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Preside at meetings of the Executive Board in the absence of the President.
3. Prepare the Agenda for Executive Board meetings at which the Vice-President will preside.
4. Perform duties as assigned by the Association or the Executive Board.
5. Shall be one of three signing officers (President, Vice-President, Treasurer).
6. Take over responsibilities of the President if the President is unable to carry them out.
7. Shall receive and safeguard passwords for all electronic materials and/or accounts.

Manitoba Association of School Psychologists (MASP) Executive Board Job Description

PAST PRESIDENT

Term: 1 year (with a 2nd year at the discretion of the Board, should the Past President position be vacant at that time)

Overview of Role: The Past-President shall provide guidance and advice to the Executive Board and shall have such other powers and duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board. (MASP Constitution)

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Assist in a smooth transition for the President Elect.
3. Transfer all files and information regarding MASP business to the President Elect.
4. Assist in navigating the financial transfer for the new President (signing authority, incorporation fees).
5. Support the President as he/she assumes the title, and in an ongoing way to manage the business of the Board.
6. Serve as a repository for recent history to assist in Board decision-making.
7. Assist in recruiting for new Executive members.
8. Assist committees of the Board as needed and on request.
9. Substitute for the President, when the Vice-President is unavailable, as needed in public events.

Manitoba Association of School Psychologists (MASP) Executive Board Job Description

SECRETARY

Term: 2 years

Overview of Role: The Secretary shall issue or cause to be issued notices of all general meetings and of meetings of the Executive Board. He/She shall be responsible for taking minutes of all meetings of the Association and the Executive Board and shall be responsible for making all records of the Association available to any member of the Association by posting records on the Association website. He/She shall also undertake any other duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board. (MASP Constitution)

Specific Duties:

1. Attend a minimum of 75 % of monthly meetings of the Executive Board as a voting member.
2. Take and prepare minutes for later approval at all monthly Executive Board meetings and the Annual General Meeting (AGM).
3. Provide copies of unapproved minutes following monthly and AGM meetings to members of the Executive Board, in order to allow all Executive members to review for completeness and accuracy.
4. Make corrections to minutes, if / as required.
5. Post copies of minutes on the website for Members, once formal approval of minutes is obtained at a meeting of the Executive Board.
6. Maintain an electronic version of Executive Board meeting and Annual General Meeting minutes.
7. Will be responsible for content maintenance of current and archival information within DropBox.
8. Serve as chairperson of Nominating Committee:
 - a. a) seek nominations for vacant Executive Board positions from the general membership, in accordance with timelines set out in the MASP Constitution
 - b. b) chair the nomination process at the AGM.

Manitoba Association of School Psychologists (MASP) Executive Board Job Description

TREASURER

Term: 2 years

Overview of Role: The Treasurer shall be responsible for receiving and depositing all monies paid to the Association in whatever Bank the Executive Board may order. He/She shall properly account for the funds of the Association and keep such books as may be directed by the Executive Board. He/She shall present a full detailed account of receipts and disbursements to the Executive Board, whenever requested, and shall present a duly audited financial statement to the Annual General Meeting each year, a copy of which shall be submitted to the Secretary for the records of the Association. He/She shall also assume such other duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board.

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Collect and deposit all incoming revenue including membership dues and conference revenue.
3. Issue cheques or money orders to suppliers, reimbursement to the Executive Board members and issue special payments as required and authorized by the Executive Board.
4. Provide monthly financial status report to the Executive Board.
5. Maintain records pertaining to all financial transactions (i.e., bank statements, receipts, invoices, deposits, cheques, money orders, etc).
6. Prepare a comprehensive summary of all financial records and submit to an Executive Board Member and MASP Member for auditing/review purposes following fiscal yearend (March 31).
7. Present the Review Report to the membership at the Annual General Meeting.
8. Shall be one of three signing officers (ie: President, Vice-President, Treasurer).

Manitoba Association of School Psychologists (MASP)
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EXECUTIVE MEMBER-AT-LARGE

Term: 1 year

Overview of Role: The Executive Member-at-Large shall assume such duties as may from time to time be assigned to him/her by either the Association and/or the Executive Board. (MASP Constitution)

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Participate in discussions and share opinions and ideas on current issues.
3. May lead or participate on special sub-committees (e.g., website committee) as the need arises.
4. May assist by taking on specific duties to prepare for MASP-sponsored workshops, conferences or meetings.

Manitoba Association of School Psychologists (MASP)
Executive Board Job Description

ISSUES COMMITTEE
CHAIRPERSON

Term: Renewable annually

Overview of Role: The Chairperson of this committee is appointed (or renewed) by the Executive Board following the AGM (MASP Constitution).

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Apprise the Executive Board as to the status of any ongoing or new developments that impact the practice of School Psychology, including, but not limited to, matters regarding regulation, certification, public policy, and research.
3. Enlist the help of other MASP members, when directed by the Executive Board, to formulate positions that are consistent with the objectives of MASP.

Manitoba Association of School Psychologists (MASP) Executive Board Job Description

MEMBERSHIP CHAIRPERSON

Term: Renewable annually

Overview of Role: The Membership Chairperson is appointed by the Executive Board following the AGM (MASP Constitution).

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Maintain the online database of members using the MASP website (i.e., manually create user accounts when paper applications are received; update membership status when paper renewals are received).
3. Report to the Executive Board on membership numbers and identified concerns.
4. Ensure timely requests for renewals are disseminated to members. Edit and post the application/renewal form. Send out receipts for cheques received.
5. Check with the President to ensure arrangements are made for the mail to be picked up. Process mailed-in membership applications and renewals.
6. Evaluate new applications for membership as received.
7. Liaise with the Treasurer to ensure cheques received for membership are recorded and electronic payments are received.
8. Liaise with the Website Committee to troubleshoot any issues with the website related to membership (e.g, creating or updating user accounts, communicating with members, electronic payments, etc.).
9. Answer membership enquiries.

Manitoba Association of School Psychologists (MASP)
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PROFESSIONAL DEVELOPMENT COMMITTEE CHAIRPERSON

Term: Renewable

Overview of Role: The Chairperson is appointed (or renewed) by the Executive Board following the AGM. (MASP Constitution).

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Liaise with the executive board regarding PD decisions
 - a. Plan and coordinate 2 events per year
 - i. SAGE
 - ii. In conjunction with AGM
 - b. Additional events as directed.
3. Take primary responsibility for planning PD events, as follows:
4. Recruit members, assign roles and responsibilities, and manage Professional Development Committee
5. Contact and secure speakers with direction from the executive
 - a. Prepare the Letter of Understanding outlining services and payment
 - b. Request speaker handouts
 - c. Ensure arrangements for the local transportation of speaker (to/from airport; to/from event)
 - d. Ensure arrangements for speaker lunch and dinners
 - e. Provide letter of contracted services for non-Canadian presenters to facilitate Canada Border entry.
6. Book facilities for workshops
 - a. Arrange for refreshments prior to the workshop and for breaks
 - b. Provide signage at event.

7. Inform potential participants of members of Professional Development Workshops
 - a. Liaise with Website Chair to post information for the event and registration details on the MASP website
 - b. Monitor registrations
 - c. Send reminders
 - d. Advertise events externally as required
 - e. Post speaker handouts to MASP website and/or email to those registered.
8. Procure promotional items.
9. Liaise with Membership Chair
 - a. Ensure those who have paid the appropriate fees based on membership status.
10. Liaise with Treasurer
 - a. Ensure invoices and receipts are provided.
11. Maintain a conference workshop file/templates
 - a. Have a system to sign in participants (sign in sheets or electronic)
 - b. Conference evaluations
 - c. Make arrangements for Certificates of Attendance.
12. Report to the President and to the Executive.
13. Prepare and provide a written report to members at the Annual General Meeting.

Manitoba Association of School Psychologists (MASP)
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PUBLICATIONS AND COMMUNICATIONS COMMITTEE CHAIRPERSON

Term: Renewable annually

Overview of Role: The Chairperson is appointed (or renewed) by the Executive Board following the AGM. (MASP Constitution).

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Produce a newsletter for members, minimum one time per year, including such content as reports from executive members and chairpersons, book reviews, PD reviews, reminder of MSP Award of Excellence nomination date, reports from psychologists working across Manitoba.
3. Place newsletter on members-only section of the website.
4. Manage and update MASP website content relevant to Publications in coordination with Website Committee.
5. Manage school psychology product review reimbursement.
6. Search for and generate relevant information to share (e.g., professional development, research, news releases).
7. Screen information received to determine whether or not it should be placed on the site (e.g., advertising, product/business promotion, job postings, relevance to psychology in schools).
8. Respond to emails generated from the website Publications email address
9. Maintain a working knowledge of website publication
10. Alert members via the website to new content / postings
11. Recruit members, assign roles and responsibilities, and manage Publications and Communications Committee.
12. Report to the President and to the executive.
13. Prepare and provide a written report to members at the Annual General Meeting.

Manitoba Association of School Psychologists (MASP)
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WEBSITE COMMITTEE CHAIRPERSON

Term: Renewable annually

Overview of Role: The Website Committee Chairperson is appointed by the Executive Board following the AGM. The Website Committee's predominate role is to maintain the function of the MASP website. The responsibility to maintain the content of the website is shared with the whole membership, with specific sections under the leadership of specific board members.

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Maintain the security of the MASP website:
 - a. Schedule regular backups of website and database
 - b. Run regular virus/malware scans
 - c. Perform WordPress updates as required
 - d. Ensure appropriate board member permissions and access is maintained
 - e. Keep MASP email forwards up to date
 - f. Respond to website vulnerabilities or threats.
 - g. Maintain copy of current passwords for website server, MASP website admin access, PayPal, and Dropbox. Provide copy of passwords to MASP President and Vice-President.
3. Manage and pay ongoing regular website related expenses such as yearly domain name, domain hosting fee, and website plug-ins fees.
4. Facilitate improvement of website functioning by arranging or installing and configuring WordPress plug-ins or programming (requires approval from MASP council).

5. Assist other board members in being able to independently use the website functions, post items, and maintain job related information. On-going “How-to” posts are to be developed to help with board member’s web tasks.
6. Receive new and updated information from board members and post on website as required (with the understanding that MASP members and board members will post their own information as much as possible).
7. Provide data on website usage at MASP board meetings.
8. Liaise with Door62 (original creator of website) as required.
9. Prepare and provide a written report to members at the Annual General Meeting.

Manitoba Association of School Psychologists (MASP)
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STUDENT COMMITTEE CHAIRPERSON

Term: 1 year

Overview Role: The Student Committee Chairperson shall liaise between the MASP Executive Board and the students of the School Psychology Program at the University of Manitoba.

Specific Duties:

1. Attend a minimum of 75% of monthly meetings of the Executive Board as a voting member.
2. Provide University of Manitoba School Psychology students with information about current MASP events and discussions.
3. Participate in discussions and share opinions and ideas on current issues.
4. Report ideas, concerns, or questions from the University of Manitoba School Psychology students to the Executive Board. She/he will report back to University of Manitoba School Psychology students any information, replies, or answers to said ideas, concerns, or questions from the Executive Board.
5. Complete various tasks with the help of the Student Committee