

Roles and responsibilities of executive board members

President

President presides over all meetings of the MiHSE Executive and General board. The President has responsibility to set the direction and vision for the organization. The President will nominate members to serve in board positions as applicable, including but not limited to historian, committee membership, regional representatives, or other roles deemed fit to achieve the vision set forth by the President. President will create agendas for meetings, conduct meetings in accordance with Roberts Rules of Order, and supervise committee(s) to ensure tasks related to the organization are completed within required timeframes. President will host the annual membership conference.

President will publicly promote the organization as needed in a variety of settings to enhance the image of MiHSE, increase membership, and increase service opportunities for members.

The President shall serve a term of 2 years. The President will be elected by a vote of the Executive Board following nomination of a board member.

President Elect (Vice President)

President Elect serves with President over 2 year term. In the 2 year term as President Elect assists President will all duties including creating meeting agendas, conducting board meetings in accordance with Roberts Rules of Order, promoting the organization publicly to enhance the organization's membership base. President Elect will also chair the Conference Planning Committee. President-Elect assumes the roles and responsibilities of the president following the 2 year term as president elect, and also in the absence or inability of the President to serve.

President Elect is elected by a vote of the Executive Board following nomination by a board member.

Secretary

Secretary will serve for a term of two years. Secretary will be elected by a vote of the Executive Board following nomination by a board member. The Secretary is responsible for maintaining accurate minutes of all Board meetings, record attendance for all meetings, maintain membership roster in collaboration with the Treasurer, and present past meeting minutes for review at all

meetings. The Secretary will also assist with communication with all shareholders, will maintain letterhead for the organization and assist with email communication. Other duties may be assigned by the President.

Treasurer

Treasurer will serve for a term of two years. Treasurer is elected by a vote of the Executive Board following nomination by a board member. The Treasurer is responsible for maintaining the financial transactions for the organization. This includes maintaining record of donations, membership dues, expenditures of all kinds. The Treasurer will also submit financial reports to the Board Membership during the annual meeting and as requested by the Executive Board. The treasurer will maintain all records to ensure compliance with IRS 501(c)(3) regulation. The treasurer will file all paperwork in accordance with IRS 501(c)(3) requirements for fiscal reporting. The Treasurer will participate and conduct audits of the financial records annually and as requested to ensure accuracy and transparency.

Treasurer-Elect

Treasurer-elect will be elected by a vote of the Executive Board following nomination by a board member. The Treasurer-Elect will serve along with the Treasurer and assume role of Treasurer following one year. The Treasurer-Elect will serve as Treasurer in the absence of the current Treasurer or inability of the current Treasurer to serve. The purpose of this role is to allow for a smooth, continuous transition between individuals elected to the role of Treasurer. Treasurer-Elect will have all duties and responsibilities of Treasurer.

Health Science Education Consultant

The Health Science Education Consultant is the individual appointed by the State of Michigan Department of Career and Technical Education. This individual will remain on the Executive Board as long as they are employed by the State of Michigan for this position. The individual will provide information and education to the Board regarding State regulation, educational best practices, and assist with the organization's mission and vision.

Regional Representative

Regional Representatives will serve a term of two (2) years. The Regional Representative is nominated by the President on recommendation from Regional membership. Regional Representatives will participate in Executive Board meetings, serve on committees, and work to support the mission and vision as set forth by the President.

Committees

Membership

The duties of this committee shall be to retain and to increase membership. Chair is the President-elect.

Social Media

The duties of this committee shall be to develop and submit a slate of candidates to be presented at the annual conference. Chair is the MIHSE Secretary.

Scholarships

The duties of this committee shall be to maintain the scholarship program. Chair is the treasurer.

Conference planning

This committee chaired by the President will work to prepare the agenda for the annual conference.