



Duties of the MCEA President

1. Attend MOACTE Board meetings – 4 during the year, including one before and one after MOACTE summer conference.
2. Attend MCEA Board meetings during tenure as President.
3. Write a letter of welcome for the MCEA directory.
4. Attend ACTE national convention in December or appoint a designee.
5. Appoint PDC committee for current school year to plan and organize PDC for February. At PDC, President is responsible for welcome, introducing speakers, and giving closing remarks.
6. Attend Legislative Day in February in Jefferson City.
7. Work with board to nominate candidates for MCEA offices.
8. Identify four MCEA members to work registration on Monday and Tuesday of MOACTE summer conference.
9. Identify MCEA House of Delegates representatives.
10. Write welcome letter for MCEA summer conference program.
11. At MOACTE summer conference:
 - a. attend New Professional Reception
 - b. be present on platform at MOACTE opening session
 - c. open MCEA program and introduce keynote speaker
 - d. attend MOACTE social Wednesday evening
 - e. plan and conduct MCEA business meeting
 - f. turn the president position over to president-elect
12. Assign and monitor programs of work for MCEA committees.
13. Get reports from MCEA members on MOACTE committees.
14. Manage the Action Alert system.
15. Serve on the MCEA Division Program Planning Committee as Past-president.
16. Attend MCEA Professional Development Conference.



Duties of the MCEA President-Elect

1. Attend MOACTE Board meetings – 3 during the year, including one before and one after MOACTE summer conference.
2. Attend MCEA Board meetings.
3. Set up and preside at carousels at the summer conference.
4. Replace MCEA members on MOACTE committees as terms expire or vacancies occur.
5. Arrange for plaque to be given to President at conclusion of summer conference.
6. Head nomination committee for offices of board member, secretary and president-elect.
7. Serve as President in that person's absence.
8. Assist the President with the Action Alert system.
9. Attend the National Policy Seminar in Washington DC in March
10. Attend MCEA Professional Development Conference
11. Attend MoACTE Leadership Conference in November

Duties of the MCEA Past-President



1. Attend MCEA Board meetings during tenure as Past-President.
2. Chair the MCEA Division Program Planning Committee for MoACTE as Past-president.
3. Attend the National Policy Seminar in Washington DC in March.

Duties of MCEA Board Members



1. Attend all MCEA Board meetings.
2. Represent the MCEA membership in business of the Board.
3. Assist the President-Elect with the nominations for Board Members upon the conclusion of your term.
4. Attend the MCEA Professional Development Conference.
5. Assist the Secretary in conducting balloting for elections at the MCEA Business Meeting.
6. Assist the President and President-elect in facilitating at the MCEA Division meetings at Missouri ACTE.
7. Serve on MCEA action alert committee.
8. Senior Board Member: Assist the President-elect with recruitment of Carousel presenters.
9. Junior Board Member: Assist the President with the MCEA Professional Development Conference.

Duties of the MCEA Secretary



1. Attend MCEA Board meetings.
2. Attend MCEA Professional Development Conference.
3. Maintain and disseminate minutes of all official meetings of MCEA.
4. Submit materials on MCEA activities and members for inclusion in appropriate publications.
5. Conduct the balloting for elections at the MOACTE summer conference.
6. Notify the MCEA membership (using the Listserve) of articles published in the Reporter.

Duties of the MCEA Treasurer



1. Maintain the accounts of the MCEA division.
2. Provide financial reports as requested.
3. Maintain a file of invoices and accounts receivable.
4. Submit the annual Secretary of State report.
5. Maintain a file of memberships as submitted by MOACTE.