**BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES**

President

Shall preside at all meetings

Shall have general supervision of the affairs of the Association and shall perform the duties which usually devolves upon the chief executive of such an Association

Shall be required to be a member of SASBO

Shall appoint all committees and committee chairpersons not otherwise provided for within one month after the end of the annual meeting and shall be ex-officio member of all committees

Shall make a special effort to attend the annual meeting of SASBO

Shall prepare the program for the general sessions of the meetings of the Association and shall have the power to modify or change the program. Responsible for the overall programming and general session speaker of the conference

Shall approve all necessary notices mailed to the membership and all expenses incurred by the Association, or by any authorized member of the Association, before claims for such obligations are paid - All expenses incurred by the Association or by any authorized member of the Association that are ordinary and usual in nature may be paid prior to approval by the President and presented to the board at the next regularly scheduled board meeting following payment. Any claim that is deemed unusual and not ordinary should be presented to the President for prior approval before payment. These claims may be presented to the entire board for prior approval at the discretion of the President. Travel expenses of the Executive Director should have prior approval of the President before incurred.

Shall delegate any administrative duties to the Executive Director from time to time Secure past presidents gifts at the past president luncheon at the conference.

Served as contact with the MS Department of Education

Represent MASBO at various meetings and functions

President Elect

Shall attend each and every session of the Association’s annual or special meeting unless otherwise excused by the President

Shall exercise all the functions of the President in the President’s absence and such duties as may be delegated by the President

Responsible for all the roundtables at the annual conference

Vice President

Shall attend each and every session of the Association’s annual or special meeting unless otherwise excused by the President

Shall perform all duties as may be delegated by the President

Responsible for the banquet entertainment and center pieces at the annual conference

Secretary/Treasurer

Shall attend each and every session of the Association’s annual or special meeting unless otherwise excused by the President

Shall perform all duties as may be delegated by the President

Responsible for conference registration including registration table workers

Represent MASBO at the annual SASBO leadership conference

Responsible for 990 compliance

Shall attend each and every session of the Association’s annual or special meeting unless otherwise excused by the President

Shall keep a full and accurate record of the proceedings and transactions of all meetings of the Association and of the Executive Committee

Shall perform all duties as may be delegated by the President

Represent MASBO at the annual SASBO leadership conference

Past President

Shall attend each and every session of the Association’s annual or special meeting unless otherwise excused by the President

Shall serve on the research committee

Shall perform all duties as may be delegated by the President

Shall serve as compliance officer

MASBO Directors

Shall attend each and every session of the Association’s annual or special meeting unless otherwise excused by the President

Shall perform all duties as may be delegated by the President

SASBO Director

Shall attend each and every session of the Association’s annual or special meeting unless otherwise excused by the President

Shall serve on the Board of Directors of SASBO

Shall be the liaison between MASBO and SASBO

Represent MASBO at the annual SASBO leadership conference

Update membership on SASBO events at the annual conference

Responsible for MASBO Outstanding Business Official Award

MSBA Director

Shall attend each and every session of the Association’s annual or special meeting unless otherwise excused by the President

Shall serve ex-officio on the Board of Directors of MSBA

Shall be the liaison between MASBO and MSBA

Update the membership on MSBA events at the annual conference

MASA Director

Shall attend each and every session of the Association’s annual or special meeting unless otherwise excused by the President

Shall serve ex-officio on the Board of Directors of MASA

Shall be the liaison between MASBO and MASA

Update the membership on MASA events at the annual conference