



MRPCV Board and Committee Position Summary

All positions are for a term of one year beginning at the close of the Annual Meeting in August or September.

President – The President is the Chief Executive Officer, supervises the business and affairs, and performs all duties incident to the office of President. This position is usually filled by a board member who has been on the board for one year or more. The President:

- Presides at all meetings of the Board of Directors and any General Membership Meeting;
- Is the official representative of MNRPCV to other organizations;
- Is an *ex-officio* member of all committees;
- Presents annual reports to the MNRPCV Membership and to NPCA.
- Serves as Chair of the Grant Review Advisory Committee and appoints Committee members

Vice President – The Vice President carries out tasks as needed by the Board and/or the President and in the absence of the President performs all the duties of the President.

Secretary – The Secretary:

- Keeps the minutes of Board of Directors and General Membership Meetings;
- Provides Board Members with copies of the minutes of Board and General Membership Meetings;
- Sends out notices in accordance with the provisions of these Bylaws.
- Accepts nominations and prepares list of Board of Directors nominees for the Annual Meeting.
- Is the custodian of the Organization records.

Treasurer – The Treasurer:

- Has charge and custody of all funds and securities.
- Receives and gives receipts for moneys due and payable to the Organization.
- Signs all checks, and in general perform all duties incident to the office of the Treasurer.

Communications Chair – coordinates all communications within the organization including printed and electronic (web/email) communications. The following positions do not require Board membership:

Newsletter Editor – plans, coordinates and reviews all material for the newsletter.

Newsletter Layout – prepares the newsletter for printing and arranges for printing and mailing.

Webmaster – manages MNRPCV website.

Community Service Chair – finds opportunities and encourages Members to participate in service projects in keeping with the Purpose and Mission of MNRPCV.

Membership Chair – offers RPCVs in the area the opportunity to become involved in MNRPCV, maintains records of all Active and Associate Members of MNRPCV. Prepares an alphabetical list of to the Annual General Membership Meeting..

Social Chair – plans and coordinates fund-raising and social events.

Speakers' Bureau Chair – coordinates requests for Members to give presentations about Peace Corps and maintains a record of speaking engagements.

Member at Large – undertakes special assignments or projects as needed.

Co-Chairs – any of the above committee responsibilities may be shared by co-chairs.

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For a complete description of the above positions, please consult the 2008 MNRPCV Bylaws.