

Duties of the MSCA President

General Statement

The President of the MSCA is the chief representative and spokesperson for the Association. The MSCA President also the chief administrative officer for the MSCA and is responsible for the internal governance of the Association.

Duties Related to Role as Spokesperson and Representative of the Union

1. The MSCA President is the authorized spokesperson for the MSCA.
2. With the advice and consent of the Board of Directors, the MSCA President develops and is the chief advocate for actions to improve the welfare of the MSCA membership.
3. Unless delegated to another official, the MSCA President is responsible for the execution of all actions of the Board of Directors and the Delegate Assembly.
4. The MSCA President is responsible for the coordination of public relations of the MSCA, including the *MSCA Perspective* and the MSCA website.
5. The MSCA President maintains liaison and communication with counterparts in other higher education affiliates, the MTA and the NEA.
6. The MSCA President serves as MSCA representative on the MTA Higher Education Leadership Council.
7. The MSCA President serves as the Association's spokesperson on the Employee Relations Committee and appoints the other MSCA representatives to the ERC.

Duties Related to Role as Governance Administrator

1. The MSCA President prepares the agenda and conducts the regular and special meetings of the Board of Directors.
2. The MSCA President prepares the agenda and conducts the annual meeting of the Delegate Assembly and special meetings of the Delegate Assembly.
3. The MSCA President establishes the operations calendar for the Board of Directors and maintains the calendar for the standing committees.

4. In accordance with the Constitution, the MSCA President nominates all members of the standing committees and convenes these committees as appropriate.
5. The MSCA President may appoint special (ad hoc) committees and convenes all special committees as appropriate.
6. The MSCA President is an ex-officio member of all standing and ad hoc committees, including both bargaining committees.

Duties Related to Role of Chief Administrative Officer

1. The MSCA President manages the state MSCA office.
2. The MSCA President maintains the archives of the Association.
3. The MSCA President executes, as MSCA President, any official documents in regards to the Association's status.
4. The MSCA President submits all requests for legal assistance made of the MTA Division of Legal Services on behalf of the Association and its members.
5. The MSCA President maintains and distributes the MSCA directory, which includes home and office information for statewide officers, Board and committee members and chapter officers.
6. The MSCA President has oversight responsibility for the maintenance and use of the MSCA Salary Database.
7. The MSCA President is responsible for the printing and distribution of the collective bargaining agreements.
8. The MSCA President reports to the MTA the names of MSCA delegates and designated alternates to the MTA Annual Meeting. The MSCA President receives and distributes the credentials for the MTA Annual Meeting.
9. The MSCA President reports to the NEA the names of MSCA delegates and designated alternates to the NEA Representative Assembly.