





## Committee Member

- **Committee Member (CM) (1 year term).** The CM will: be responsible to the committee chair and assist in any actions or projects that support the charges of the committee.

## Committee Chair

- **Committee Chair (CC) (1 year term).** The CC will: be responsible for leading the committee and ensuring that the charges of the committee from the P will be completed; file the reports of the committee to the S for each board meeting & general assembly; work with the P on any communication need to be sent to the membership.

## Additional Board Members

- **Member-at-Large (ML) (1 year term).** The ML will: represent member concerns to the Board and will serve as a chair of a committee.

## Leadership Opportunities

- **MILE - The Members Involved in Leadership & Engagement** is a year-long leadership development program at the chapter level. It allows for greater understanding of COE, EOA, US Department of Education, MO-KAN-NE history, structure, objectives, and procedures.
- **ELI - The Emerging Leaders Institute** is a year-long leadership development program. The program's design combines professional development, networking opportunities, and hands-on experiences that prepare participants for greater involvement in EOA and in the respective chapters.

## Chapter Officers

- **President (P), Past-President (PP), President-Elect(PE) (3 year term to be served as President-Elect, President, and Past-President); Treasurer (T) (2 year term); Secretary (S), Parliamentarian (P) & State Representatives (SR) (1 year term).**
- **P and PE will: serve on the EOA Board to represent the MKN Chapter.**
- **PE will: participate in the COE Executive Leadership Institute.**
- **PP will: update and revise the Chapter's and Fiscal Policies and Procedures Manuals.**
- **S will: take minutes of the MKN Board and Annual Meeting; keep and maintain the records of the Chapter and the Board; send meeting notices and any other communications.**
- **T will: assure the receipt and expenditures of funds in accordance with the Fiscal Policies and Procedures, maintain appropriate financial records, and file all necessary tax returns.**
- **PA will: serve at all General Assembly meetings and, as required, meetings of the Board of Directors; PA is a non-voting member of the Board.**
- **SR will: communicate the needs, concerns, and interests of Chapter members from their state to the Board; serve as members of the Membership and Certification Committee, the Legislation and Education Committee, and the New Professionals Committee; serve as a state leader with COE at Policy Seminar and attend virtual meetings once a month.**