



## Board Member Responsibilities

Board Members shall:

1. Be MAACCE Members at the time of nomination.
2. Be nominated by another MAACCE Member.
3. Be willing to serve two years.
4. Be willing to attend all meetings. *Normally meetings are monthly; however, there may be two meetings in the month prior to the Annual Conference. Board Members must attend a minimum of six meetings of a fiscal year, between July and June; failure to meet this will result in a review of a Board Member's status.*
5. Provide at least one article each year for "MAACCE Matters", the Association's newsletter.
6. Serve as a chairperson or co-chairperson of an Annual Conference sub-committee.
7. Be willing to represent the special interests of a constituent group at Board of Directors meetings (e.g., Chair of the ESL Interest Group, etc.).
8. Participate actively in professional development activities offered by MAACCE.
9. Complete a written statement of willingness to serve in order to be placed on the ballot. (Note: A return email to the Nominating Committee Chair or the President suffices.)