

Ohio MGMA Executive Board Responsibilities for open positions

Vice President

1. Selects topics and arranges speakers for next year's programs.
2. Selects and reserves meeting accommodations for next year's meetings.
3. Ensures appropriate contracts are reviewed, signed and in place.

Secretary

1. Takes minutes and distributes minutes of Board and general membership business meetings as appropriate.
2. Maintains current permanent file of by-laws and professional duties of Board and meeting minutes. Ensures the Executive Director receives copies for back-up.
3. Provides Executive Director with minutes to be included in meeting packets.

At-Large Member

1. Orients to the functions of the OMGMA Executive Board.
2. Coordinates/liaison with State Affiliates.
3. Coordinates/liaison with Student Affiliates.
4. In conjunction with Executive Director, coordinates and communicates newsworthy information to members (i.e. newsletter or email blasts).