



MCPA Executive Board Position Description: Annual Events Coordinator

The MCPA Executive Board is responsible for management of the property, business and affairs of the Association in accordance with the Bylaws and purposes of the Association. The Executive Board formulates and approves policies as are necessary to conduct the affairs of the Association. The Executive Board is also charged with the review, formulation, and promotion of the mission, vision, core values, and any strategic plans of the Association, while engaging in advocacy and advancing the interests of the Association.

The **Annual Events Coordinator** is a voting member of the Executive Board. Members of the Executive Board are Students, Entry Level, Mid-Level, Senior Level, and Faculty who are elected and/or appointed from the general membership.

Term of Office

The term of the Annual Events Coordinator is a one year appointment by the current MCPA President. The MCPA President must submit their appointment nominee to the Executive Board for approval. Ability to be re-appointed for consecutive terms.

Elections & Appointments

Elected positions include President, President-Elect, Membership Coordinator, Communications Coordinator, Regional Representatives, Student Representative, and External Relations Coordinator. Each elected position is by a majority vote of the membership of MCPA, following an open application process and decision to be based on the election ballot by the MCPA Nominations & Elections Committee. Appointed positions include Treasurer and Annual Events Coordinator. Appointed positions are made by the current Executive Board President.

Qualifications/Criteria for Election

- Must be a member in good standing in the Association throughout the term in office;
- Current or past members of MCPA are not eligible to hold elected office until three years after they have left their previous position with MCPA;
- No individual can hold more than one office of the Association at the same time.

Responsibilities of All Governing Board Members



MARYLAND

College Personnel Association

- Must be a MCPA member throughout the Executive Board term
- Serve as a voting member of the MCPA Executive Board;
- Understand and uphold the MCPA Bylaws, Standard Operating Procedures, and other resource documents as a legal, ethical, financial, and fiduciary officer and caretaker of the Association;
- Attend the meetings and events of the MCPA Executive Board, including the annual conferences, mid-year in-person meeting (as applicable), and monthly, virtual calls and meetings of the full board and committees;
- Formulate, discuss, and vote on policies, as necessary, to conduct the affairs of the Association;
- Review, formulate, and promote the mission, vision, core values, and strategic plans of the Association;
- Engage in advocacy and otherwise seek to advance the interests of the Association;
- Actively participate in permanent board committees, ad hoc committees, and task forces, as appropriate and/or requested, and as outlined in the MCPA Bylaws and Standard Operating Procedures;
- Serve as a point of contact for general members who are considering future leadership positions;
- Complete and submit requested reports following the guidelines provided by the President and/or International Office staff;
- Support the work and initiatives of the MCPA & ACPA Assembly groups and leaders.

Specific Responsibilities of the Annual Events Coordinator

- Recruit Co-Chairs for annual conferences and events.
- Research and secure host sites for current and future MCPA events.
- Work closely with Regional Representatives and the External Relations Coordinator to scout future host institutions, event venues, and continue to build strong connections across Maryland.
- Manage the eReg conference registration software provided by ACPA.
- Brainstorm new events and engagement opportunities for the MCPA membership.
- Build events via Guidebook through our account provided by ACPA.
- Advise event leads by supporting them with event planning resources.
- Ensure workload is shared among event leaders and teams.
- Work closely with the Communications Coordinator to ensure timely communication and promotion of MCPA events.
- Meet and communicate regularly with the MCPA President with updates about Association events.