



MCPA Executive Board Position Description: Communications 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 Communications 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 Communications Coordinator elected for a two-year term on the Executive Board. The official term of office is scheduled to begin in January at the start of the calendar year..

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:

- 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;



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- 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 Communications Coordinator

- **WEBSITE:** Update md.myacpa.org with current information about conferences, workshops, events, elections, or other MCPA initiatives.
- **EMAIL:** Promote MCPA and disseminate information through regular communications to membership lists via MailChimp. Check and respond to emails in the maryland@acpa.nche.edu email account regularly, or forward emails to the appropriate board member.
- **SOCIAL MEDIA:** Manage MCPA Social Media including a Facebook Page, invite MCPA members, create events, respond to comments, and keep information accurate on a regular basis.
- **ENGAGEMENT:** Track and assess readership and engagement with emails and social media.
- **CONTACTS:** Maintain updated contact lists in collaboration with the Membership Coordinator. Contact lists include membership, Senior SA Officials and Deans, HR Contacts, and ACPA membership lists.