

# Minnesota School Bus Operators Association Board of Directors

## **JOB DESCRIPTION**

- I. Directors will acquire, exchange, and disseminate information of all kinds among and between it's members. Directors will respect all phases of the passenger bus industry, including methods of improving their individual business.
  - A. Directors are responsible to familiarize themselves with all operational information pertaining to the safe transportation of school children in the state of Minnesota.
  - B. Directors may occasionally be privy to information which is required to be kept confidential.
  
- II. **Communication**
  - A. Directors will respond to President, or lobbyist's communications within a 24 hour period.
  - B. Directors will develop and maintain a communication link to the general membership.
  - C. President may assign a list of general members to each Director to be in contact with when necessary.
  
- III. **Newsletter**
  - A. Directors are responsible to provide newsletter articles when scheduled.
  - B. Directors are encouraged to provide newsletter articles at any time.
  
- IV. **Legislative Matters**
  - A. Directors are required to be able to communicate with their state representative and state senator.
  - B. Directors are responsible to notify lobbyist of concerns, and who their representative is, and what to expect.
  
- V. Directors are responsible to elect officers of the Board on an annual basis at the fall re-organizational meeting. Officer positions will be nominated out of the Board membership.
  
- VI. **Meeting Attendance**
  - A. Directorship is a three year term.
  - B. Directorship consists of sixteen members including four officers (14 elected, 2 appointed from 1 large operation, and 1 small operation).
  - C. If a member is absent from two consecutive meetings, without notification to the MSBOA Office, or MSBOA President, at the next meeting the Board of Directors will vote to either retain or replace that board member.

# Minnesota School Bus Operators Association

## Officers

### **JOB DESCRIPTION**

It is the responsibility of the officers of the board for MSBOA to contract services from outside parties for the operational needs of the association.

#### **President**

- I. President shall be elected at fall re-organizational meeting.
- II. Board member is eligible for presidents position upon completion of one 3 year term as director.
- III. President will facilitate all meetings and is responsible for the agenda of all meetings.
- IV. President can appoint or assign any member to any project, or committee when necessary.
- V. President, or his/her appointee, is required to attend all legislative, organizational, and industry related meetings.
- VI. President is required to work closely with the organizations lobbyist, and other officers of the board.
- VII. President is responsible for communicating with all industry officials.

#### **1st Vice President**

- I. Responsible to assist President in any capacity.
- II. Responsible to facilitate and attend meetings in absence of President.
- III. Responsible to carry out director duties in addition to these duties.

## **2nd Vice President**

- I. Responsible to assist President and 1st Vice President in any capacity.
- II. Responsible to facilitate and attend meetings in absence of President, and 1st Vice President.
- III. Responsible to carry out director duties in addition to these duties.

## **Secretary/Treasurer**

- I. Responsible for minutes of all general business and board meetings.
- II. Responsible to compile treasurer's report for all board meetings, and for yearly summer business meeting.
- III. Responsible to assist President and 1st Vice President in any capacity.
- IV. Responsible to facilitate and attend meetings in absence of President, 1st Vice President, and 2nd Vice President.
- V. Responsible to carry out director duties in addition to these duties.

# Minnesota School Bus Operators Association

## Executive Office

### **JOB DESCRIPTION**

#### **I. Information Dissemination:**

- A. Write and produce the newsletter once per month.
- B. Prepare and send other mailings as they are necessary.
- C. Update the association web site regularly.
- D. Email timely information to board and general membership regularly.
- E. Update and maintain Facebook presence on web.

#### **II. Board of Director's Meetings:**

- A. Help produce agenda with the President, or other officers.
- B. Prepare mailings and handouts.
- C. Plan meeting location, and details.
- D. Assist President during meeting.
- E. Record minutes of the meeting.
- F. Set up special conference calls when necessary.

#### **III. Committee Liaison:**

- A. Keep rosters of the various committees.
- B. Set-up and track committee meetings.
- C. Attend and record meetings.
- D. Communicate findings to the Board and/or the membership.

#### **IV. Conferences/Conventions:**

- A. Assist Conference Committee with programming and convention needs.
- B. Work with staff of the convention center.
- C. Register convention attendees (nametags, receipts, etc.)
- D. Prepare all registration materials and disseminate to members. Prepare conference handouts and programs.
- E. Assist with Raffle, obtain permit, compile ticket list, collect money and submit annual report.
- F. Help associate member (currently vacant position) with all preparation and execution of vendor trade show.
- G. Set up meals, programs, visual/audio requirements, special guest needs.
- H. Take pictures and record conference events.
- I. Produce enlarged framed pictures and send to all award winners following conference.
- J. Prepare and send out thank you notes, invoicing, surveys and other correspondence related to recent conferences.
- K. Set up booth and man information desk at conference.

**V. Elections:**

- A. Assist with elections.
- B. Keep Board Term Roster.
- C. Prepare Ballots.

**VI. Membership**

- A. Prepare and send dues notices; follow up unpaid memberships.
- B. Record membership and maintain contact list.
- C. Prepare an annual directory of members and distribute.

**VII. Legislative Issues**

- A. Be available for lobbying at the Capitol or other special meetings.
- B. Report issues to the membership as needed.
- C. Follow developments and keep Board updated.

**VIII. Other School Bus Groups**

- A. Attend safety meetings sponsored by the Department of Public Safety, Transportation Issues Committee (MNDOE).
- B. Follow developments in other groups and report back to the membership.
- C. Read newspapers, trade journals and industry magazines to stay informed of developments on a local and national level.
- D. Attend and participate in Train-the-Trainer Seminar.

**IX. Financial Duties**

- A. Maintain and store all financial records of the Association business (other than those assigned to the Treasurer of the Association).
- B. Answer correspondence directed to the Association, other than that of a personal nature.
- C. Maintain a central clearing house for all Association business and inquiries from members (forwarding to the full board or a specific Board member as appropriate.)
- D. Maintain all day to day operations of MSBOA. Including accounts receivable and accounts payable.
- E. Work with accounting firm to compile yearly reports.
- F. Prepare W-2s, 1099's, and any required year end annual reports.
- G. Maintain Association History through compilation of newsletters, minutes, pictures, and other records.
- H. Compile Treasurer's report and meet with Treasurer on a regular basis about financial condition of Association.

**X. Special Projects**

- A. Market and Sell Safety Folders on an annual basis.
- B. Market and Sell Safety Coloring Books.
- C. Assist Board on Safety Film Production.
- D. Maintain and Distribute Safety Related Materials and Brochures.
- E. Coordinate safety billboard for fall safety campaign.
- F. Coordinate the production of any and all marketing pieces for the MSBOA.

**XI. Friends of the MSBOA**

- A. Assist with fundraisers.
- B. Maintain central clearing house for paperwork and finances.
- C. Assist with meetings.