**MOENA OFFICER ROLES AND RESPONSIBILITIES POLICY**

* To define the roles and responsibilities for MOENA Officers.
* To define the availability of the State Council Executive Board.
* To define the procedure in the event an officer fails to perform their duties.

**Responsibilities:**

1. **President:**
   1. Serve as Chief Executive Officer of the State Council.
   2. Coordinate all Council administrative activities.
   3. Attend the State and Chapter Leaders Meeting, the General Assembly, and State Council meetings, including the Strategic Planning meeting.
   4. Prepare and post on the MOENA website the State Council agenda for review two weeks prior to the State Council meeting. Late additions to the agenda will be posted as needed.
   5. Work with the Secretary to facilitate the completion and posting of the draft minutes on the MOENA website within one month following the state council meeting for review and input.
   6. Speak or Act on behalf of the state council.
   7. Serve as Captain of the Missouri Delegation at the National ENA General Assembly or, if the President and President-elect are unable to serve, appoint an alternate Captain.
   8. The president shall serve as a member of the Finance Committee and may choose to be an ex-officio member of any other committee.
   9. The President will serve as liaison with the National ENA.
   10. Mhe and Chapter Leaders meeting, posting of the draft minutes on the MOENA website within one month following the state council aintain up-to-date, online records and reports with National ENA for state and chapter leaders.
   11. Maintain responsibility along with the Communications Committee chair to promote and validate a consistently up-to-date MOENA website.
2. **President-Elect:**
   1. Collaborate with the President to achieve MOENA goals.
   2. Succeed to the office of President at the expiration of the President’s term. In the event the position of President becomes vacant, the President-elect shall serve for the unexpired term and the term for which he or she was elected.
   3. Attend the State and Chapter Leaders meeting, General Assembly, and State Council meetings. Preside over the Strategic Planning meeting prior to moving into the role as State Council President.
   4. Serve as Captain of the Missouri Delegation at the National ENA General Assembly in the event the President is unable to serve.
3. **Immediate Past President:**
   1. Perform duties as assigned by the President.
   2. Speak or act on behalf of the State Council, when requested by the President or the President is unavailable.
   3. Serve as the Executive Committee Liaison to the Compliance Committee.
4. **Secretary:**
   1. Produce State Council business meeting minutes. The draft State Council minutes will be posted on the MOENA website within two weeks following the State Council meeting for review and input.
   2. Send/post meeting notices one month prior to the State Council meeting.
   3. Attend the State and Chapter Leaders meeting and State Council meetings, including the Strategic Planning meeting.
   4. Ensure reservation of meeting space for State Council and Strategic Planning meetings.
5. **Treasurer:**
   1. Maintain State Council financial records in accordance with generally accepted accounting procedures.
   2. Submit a proposed budget to the State Council.
   3. Maintain State Council bank accounts, investments, and disbursements thereof.
   4. Maintain the State Council employer ID number on file.
   5. Compete and file all IRS forms.
   6. Submit an annual Financial Report (balance sheet and statement of revenue and expenses)
   7. Submit quarterly financial reports at the State Council meetings.
   8. Maintain State Council Treasury records per the Record Retention Policy.
   9. Attend the State and Chapter Leaders meeting, and state Council meetings, including the Strategic Planning meeting.
6. **Failure to Perform Duties:**

In the event that any officer is deemed to have failed to fulfill his or her obligations by any member:

* 1. The member will report his or her concerns to the president.
  2. The president will contact the officer in question to discuss and evaluate the situation.
  3. If the situation remains unresolved, the president will confer with the Executive Board.
  4. If further action is deemed necessary, the officer in question will be invited to a closed confidential meeting of the Executive Board.
  5. The officer in question will attend the meeting as a MOENA member rather than as an officer and will abstain from all voting.
  6. The Executive Board will make a resolution, which may include removal of the officer in question from office.
  7. The officer in question will be notified of the Executive Board’s decision.
  8. The Executive Board will determine whether to notify the National ENA of the situation.
  9. If the officer in question is the president, the investigation will be conducted by the President-Elect.