



Minnesota Elementary School Principals' Association

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Jon Millerhagen, *President*
P. Fred Storti, *Executive Director*
Roger J. Aronson, *Legal and Legislative Counsel*

MESPA Secretary/Treasurer

Article III - Section 6 - The Secretary/Treasurer shall keep a record of the proceedings of the association and the Board of Directors. The Secretary/Treasurer shall attest with signature, when necessary, all legal documents signed by the President, and shall perform such other duties as these bylaws require.

Article III - Section 9 – An Executive Committee consisting of the President, President-Elect, Secretary/Treasurer, and Past President beginning July of the odd-numbered years and the NAESP State Representative during the three-year term, shall govern and manage the Association between meetings of the Board of Directors. All action of the Executive Committee shall be consistent with the policies established by the Board of Directors and subject to review and ratification by the Board of Directors.

Article VII – Section 2 – The Secretary/Treasurer may call for copies of such papers, addresses, and reports given before the Association as the Secretary/Treasurer may wish to publish in the proceedings of in the official bulletin.

Responsibilities

- To review MESPA financial statements and give an update at Board of Director and Annual meetings.
- To be a designated signee, if needed, for MESPA financial transactions.
- To take minutes of all MESPA Board of Directors, Executive committee, and Annual meetings and provide such to the office staff within one week following each meeting.
- To record all standing committee and division reports at MESPA Board of Director meetings.
- To record updates of the MESPA Strategic Plan before, during, and after meetings, as needed.

Important Dates and Responsibilities

MESPA Board of Directors meetings (September, November, February, May)

- Participate in all BOD meetings, and the annual meeting (February 8).

MESPA Executive Committee meetings (generally 3-4 per year)

- Attend meetings in October or November, January, April, and sometimes in the summer.

MESPA Institute (annual statewide convention)

- Be an ambassador.
- Introduce a keynote speaker.

NAESP convention (annual national convention)

- Attend all Zone 7 meetings and MESPA events.

Other duties as assigned by the MESPA President and Executive Director.