



MINNESOTA ELEMENTARY SCHOOL PRINCIPALS' ASSOCIATION

Serving Elementary and Middle-Level Principals

1667 Snelling Avenue North, Suite C101
St. Paul, MN 55108 • www.mespa.net
651.999.7310 • mespa@mespa.net

MESPA Secretary/Treasurer Responsibilities

Term length: July 1, 2019 – June 30, 2021 (The officer can be re-elected one time, for a two-term maximum.)

Purpose:

The MESPA Secretary/Treasurer supports the MESPA President and the association as a whole, reviews and reports on MESPA finances to the Board, takes minutes at MESPA Board meetings, and serves as a resource for MESPA members.

Major Roles and Responsibilities:

- Supervises all signings of financial documents by the MESPA President
- Reviews MESPA financial statements and gives an update at BOD meetings.
- Plans, attends, takes minutes, and participates in all BOD meetings, Executive Committee Meetings, and the Annual Meeting
- Chairs MESPA's STEM Innovation Award selection committee
- Assists in planning the MESPA Leadership Conference, MESPA Institute, and other professional development opportunities as needed
- Other duties as assigned by the MESPA Executive Committee

Time Commitment:

The MESPA Board of Directors meets 4 times per year (September at Leadership, December, February at Institute, and May). The MESPA Executive Committee meets 6-8 times per year, half in person at various statewide locations and half via Google Hangouts. The MESPA Secretary/Treasurer is expected to attend the annual Leadership Conference (late September, includes Sept. board meeting) and MESPA Institute (Early February, includes Feb. board meeting).

Qualifications:

The Secretary/Treasurer position requires a passion for MESPA and the principalship, as well as a deep knowledge of the association gained through involvement in the MESPA Board, committees, divisions, and/or MESPA professional development.

Benefits:

- Help shape MESPA's strategic direction
- Connect with leaders around the state and nation
- Travel around the state and nation on behalf of MESPA, including to the National Leaders Conference in Washington, D.C.



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- Be a part of an energetic, passionate group of school leaders on the front lines of the principalship
- Further develop your leadership skills

For a more detailed breakdown of the MESPA Secretary/Treasurer's roles and responsibilities, see the MESPA Board Policies Manual at mespa.net/BOD.