



MEMSPA

MICHIGAN ELEMENTARY & MIDDLE
SCHOOL PRINCIPALS ASSOCIATION

MEMSPA Board Roles & Responsibilities Guide

Overview

The MEMSPA Board of Directors and association leaders are responsible for defining our mission and strategic direction, ensuring effective planning and resource management, overseeing policies and programs and enhancing our public image. Through these efforts, they guide the association toward achieving its goals and serving its members.

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Executive Board Positions

Executive board members are responsible for statewide leadership and governance in accordance with MEMSPA Bylaws 2025.

President

Position Description: Provides overall leadership for the association and ensures alignment with MEMSPA's mission and strategic goals.

Roles & Responsibilities:

- Call and preside at all meetings of the association, the board of directors, the executive committee and the representative assembly.
- Approve all region representatives.
- Monitor the progress and effectiveness of ongoing programs, and ensure new programs and policies that will further the goals of the association are presented to the board.
- Delegate duties to other officers, members of the Board, and committee chairs in keeping with approved programs and association policies.
- Fulfill job description as approved by the board of directors.

President-Elect

Position Description: Supports the president while preparing to assume the presidency, and oversees key appointments to the board.

Roles & Responsibilities:

- Assume the duties of the President in the absence of that officer
- Appoint, with the approval of the Board of Directors, all non-elected members of the Board of Directors including the Minority Board Representatives and the middle level chairs
- Accept responsibilities delegated by the President
- Fulfill job description as approved by the Board of Directors

NAESP & Membership Representative

Position Description: Serves as the primary liaison with the National Association of Elementary School Principals and leads membership growth initiatives.



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Roles & Responsibilities:

- Serve as liaison between NAESP and MEMSPA and perform other duties as assigned
 - Work with staff and region membership chairs on membership retention and recruitment efforts
 - Fulfill job description as approved by the Board of Directors
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State & Federal Relations Coordinator

Position Description: Leads advocacy efforts on legislative issues impacting elementary and middle level principals at the state and federal levels.

Roles & Responsibilities:

- Serve as liaison between NAESP and MEMSPA and perform other duties as assigned
 - Chair legislative committee and work with the Executive Director and designated lobbyist(s) on state and federal legislative issues
 - Fulfill job description as approved by the Board of Directors
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Secretary/Treasurer

Position Description: Maintains official records of board proceedings and oversees the financial affairs of the association.

Roles & Responsibilities:

- Serve as the Secretary of the Board of Directors, the Executive Committee, and the Representative Assembly; maintaining or causing to be maintained a complete and accurate record of their proceedings
 - Serve as Treasurer of the funds of the association; work with the Executive Director and designated accountant to prepare the budget and approve its submission to the finance committee and the full board
 - Fulfill job description as approved by the Board of Directors
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Past-President

Position Description: Provides continuity and institutional knowledge while overseeing awards and nominations processes.

Roles & Responsibilities:

- Chair the Awards Committee and oversee the selection of the MEMSPA Principal of the Year
- Chair the Nominations Committee and oversee the recruitment and nomination of candidates for



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MEMSPA officer positions

- Perform such duties as may be assigned by the President or the Board of Directors
 - Fulfill job description as approved by the Board of Directors
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Professional Learning Chair

Position Description: Leads the development and coordination of professional learning opportunities for MEMSPA members statewide.

Roles & Responsibilities:

- Collaborate with the MEMSPA staff to plan and facilitate meetings with the professional learning committee
 - Fulfill job description as approved by the Board of Directors
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Minority Chair

Position Description: Focuses on diverse voices within the state and represents underrepresented populations.

Roles & Responsibilities:

- Leads the Inclusivity Committee meetings
 - Recruit and support diverse administrators within the state
 - Collaborate on regional inclusivity initiatives
 - Promote inclusive practices and conversations at board of directors' meetings
-

Middle Level Chair

Position Description: Addresses issues specific to middle level grades within the state.

Roles & Responsibilities:

- Serves as the chair of the MEMSPA Middle Level meetings/events
 - Recruit and communicate with middle level administrators in the state
 - Ascertain professional needs of regional middle level members
 - Facilitate middle level networking opportunities
-



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Retiree Chair

Position Description: Maintains connections with retired elementary and middle level principals in the state.

Roles & Responsibilities:

- Serve as MEMSPA Retiree Chair to facilitate regional retiree engagement and networking opportunities
 - Attend BOD meetings
 - Keep retired regional members connected to MEMSPA activities
 - Assist in making personal contacts with retiree members
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Regional Board Positions

Regional board members provide leadership at the local level and serve as liaisons between regional members and state leadership.

General Duties of All Region Officers

All region officers shall:

- Communicate with the Executive Committee regularly, at minimum provide updates prior to all meetings (This is done through the Board of Directors Region Representative who acts as the liaison between the state and region boards)
 - Attend all Board of Directors meetings
 - Attend all region meetings
 - Share updates from each Board Meeting with region officers
 - Host and attend Board and Executive Committee meetings as requested
 - Ensure region representation at all association events
 - Coordinate region attendance at the MEMSPA Representative Assembly
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Region President

Position Description: Leads the work in the region and coordinates the efforts of the region board to support members and MEMSPA's strategic plan.

Roles & Responsibilities:

- Attend all region President meetings with MEMSPA
- Represent MEMSPA at county-wide principal meetings
- Schedule and lead all region meetings (at least 4 per year)
- Collaborate to plan/lead the region time at the Annual Conference



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- Lead the development of goals for the region board
 - Help to recruit and fill region board positions for upcoming years
 - Share nomination information for region honoree with MEMSPA (by May)
 - Share region board roster information with MEMSPA staff (by end of May)
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Region President-Elect/Vice President

Position Description: Leads work in support of the region President, while also preparing to assume the role of region president.

Roles & Responsibilities:

- Attend all region meetings
 - Meet with and support the region President as needed
 - Support the development of goals for the region board
 - Help to recruit and fill region board positions for upcoming years
-

Region Professional Learning Chair

Position Description: Represents the region on the Professional Learning Committee, supports the planning of MEMSPA events, and communicates opportunities that support members and MEMSPA's strategic plan.

Roles & Responsibilities:

- Attend all Professional Learning Chair meetings with MEMSPA
 - Attend all region meetings
 - Communicate updates regarding professional learning opportunities
 - Lead the development of goals for the region board
 - Help to recruit and fill region board positions for upcoming years
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Region Secretary/Treasurer

Position Description: Maintains official records of regional proceedings and oversees the financial affairs of the region. (*Positions may be split if the region chooses to do so.*)

Roles & Responsibilities:

- Attend all region meetings



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- Attend MEMSPA meetings with other region treasurers as needed
 - Serve as the Secretary of the region board meetings, maintaining accurate written accounts of actions taken
 - Serve as Treasurer of the funds of the region, providing general supervision over the region's financial affairs and serving as spokesperson on financial matters
 - Keep track of meeting minutes and agendas
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Region Minority Chair

Position Description: Focuses on diverse voices within the region and represents underrepresented populations.

Roles & Responsibilities:

- Represent region at MEMSPA Inclusivity Committee meetings
 - Attend all region meetings
 - Recruit and support diverse administrators within the region
 - Collaborate with state inclusivity committee on regional inclusivity initiatives
 - Promote inclusive practices and conversations at regional meetings
-

Region Membership Chair

Position Description: Supports membership recruitment and retention efforts within the region.

Roles & Responsibilities:

- Represent region by attending all Membership Committee meetings
 - Attend all region meetings
 - Assist with regional membership recruitment and retention initiatives
 - Make personal membership contacts within the region
 - Collaborate with state Membership Committee and NAESP Representative to work toward regional and statewide membership goals
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Region Middle Level Chair

Position Description: Addresses issues specific to middle level grades within the region.

Roles & Responsibilities:

- Attend all region meetings



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- Represent region at MEMSPA Middle Level meetings/events
 - Recruit and communicate with middle level administrators in the region
 - Ascertain professional needs of regional middle level members
 - Facilitate middle level networking opportunities at regional events
-

Region Legislative Chair

Position Description: Serves as liaison on state and federal legislative issues affecting the region.

Roles & Responsibilities:

- Attend all region meetings
 - Represent region at MEMSPA legislative webinars and Lobby Day events
 - Communicate legislative updates to regional members
 - Participate in state legislative committee monthly calls
 - Encourage regional participation in capitol visits and advocacy efforts
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Region Retiree Chair

Position Description: Maintains connections with retired elementary and middle level principals in the region.

Roles & Responsibilities:

- Attend region meetings
 - Keep retired regional members connected to MEMSPA activities
 - Assist in making personal contacts with retiree members
 - Collaborate with the MEMSPA Retiree Chair to facilitate regional retiree engagement and networking opportunities
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