

## **MCSS Policies and Procedures Part 1**

### **Board Members' Roles and Responsibilities**

The purpose of the document is to describe the roles and responsibilities of the board positions as outlined in the Constitution and the By-Laws of the Missouri Council of the Social Studies. The Roles and Responsibilities are not limited to the stated description, members may take on roles as needed and/or based on interests, talents and abilities.

### **Executive Board**

#### **The President**

- Presides over the Board of Directors and Executive Board
- Sets meeting dates, locations and agenda, including the board retreat
- Communicates with the membership regularly
- Delivers a State of the Council to the membership in August/September
- Authorizes the renewal of the affiliation annually with NCSS
- Serves on the Conference Committee
- Ex Officio over all committees (standing or ad hoc)
- Represents MCSS in the House of Delegates of NCSS (\$400 stipend provided)
- Maintains and monitors the MCSS email account
- Monitors and re-assigns duties as needed
- Updates “Home” tab on the MCSS website
- Maintain NCSS membership during term; NCSS membership stipend provided by MCSS

#### **The President-Elect**

- Chairs the Conference Committee<sup>1</sup>, leading in planning the conference for the one year of his/her term
- Make requests for and gathers proposals for the annual conference
- Works with the treasurer to create the annual budget
- Serves on the audit committee
- Submits a recommendation for a specific conference location and date for the next year following their term by the October meeting.
- Communicates regularly with President and assists in other duties as needed
- Updates “Conference” tab on the MCSS website
- Represents MCSS in the House of Delegates of NCSS (\$400 stipend provided)
- Maintain NCSS membership during term; NCSS membership stipend provided by MCSS
- Turns in written report in April

### **The Past-President**

- Chairs the Elections Committee
- Serves on the Conference Committee
- Presides over the Board of Directors in the absence of the President
- Handles elections and recruitment of new officers and members
- Coordinates NCSS Gold Star/Silver Star application
- Serves on the Audit Committee
- Solicits nominations for and selects an Elementary, Middle, and Secondary Social Studies Teacher-of-the-Year
- Arranges the free conference registration for TOYs from the prior year
- Updates “Teacher of the Year” tab on the MCSS website
- Maintain NCSS membership during term; NCSS membership stipend provided by MCSS

### **The Secretary**

- Aids the President in communication with MCSS members
- Records the minutes of each Board and General Meeting
- Distributes minutes to the members of the Board in timely fashion
- Maintains the MCSS Google account, adding and removing members with Board approval
- Sends updates “Meet MCSS” tab on the MCSS website to Executive Secretary

### **The Treasurer**

- Manages the funds of the Council
- Makes payment in accordance with the approved budget and as authorized by the resolution of the Board
- Keeps the account books in the manner as may be prescribed by Board, ie online check register
- Reports at the meeting, showing the receipts and expenditures
- Prepares a proposed budget for the subsequent year to be presented at the spring Board Meeting
- Presents annual report and tax documents/filings at the January meeting
- Files taxes and oversees payroll with contracted accountant
- Maintain NCSS membership during term; NCSS membership stipend provided by MCSS

### **Board of Directors**

#### **Vice President of Legislation and Advocacy**

- Chairs the Legislation and Advocacy Committee<sup>4</sup>

- Informs membership about legislation relating directly to social studies
- Presents position statements that must be voted on by the Board of Directors and approved by two-thirds of the Board
- Promotes legislation to enhance the social studies
- Provides information on actions that need to be taken to enhance Social Studies
- Presents annual report at the April meeting
- Serves on at least one or more committees related to legislation and advocacy
- Updates “Legislation” tab on the MCSS website
- Turns in written report in April

**Vice President of Membership:**

- Chairs the Membership Committee
- Serves on the NCSS Gold Star/Silver Star application team
- Informs membership on plans and strategies to help grow and maintain membership and reports at Board Meetings
- Plans the recruitment of new members to MCSS and NCSS
- Develops ways to maintain current membership
- Maintains an updated list of members regularly
- Presents annual report at the April meeting
- Updates “Membership” tab on the MCSS website
- Turns in written report in April

**Vice President of Publications:**

- Chairs the Publications Committee<sup>6</sup>
- Informs membership on planning and publishing the MCSS Newsletter and reports at Board Meetings
- Oversees the website, maintaining theme and format
- ~~Develops plans for new issues and outlines for the Horizon Publications~~
- Publishes the MCSS Newsletter and disseminates it to the membership
- Turns in written report in April
- ~~The content and deadlines for at least one issue are to be one week after the board council meeting.~~
  - ~~Horizon to a Semi-annual Peer Reviewed Journal~~
    - ~~Starting in October~~
  - ~~FORMAT:~~
    - ~~Strategy Implementation - Have a strategy that you used in Social Studies? We want to read about it. Articles in this area should be accepted 1500-2000 words. How did you use strategy and how did students respond?~~

- ~~Technology Corner- How are you using techniques in your Social Studies classes? We are accepting articles 1500-2000 words~~
- ~~Research Implementation- we are accepting articles 2500-6000 words connected to research and results in the area of Social Studies.~~
- ~~Literature Review- Have a topic you are interested in sharing with others. We are accepting 2500-4000 Literature Reviews connected to Social Studies~~
- ~~Articles should be in APA format.~~

### **Assistant Treasurer**

- Uploads all financial documents to the MCSS folder
- Works with the treasurer to create annual report and budget
- Maintains the 501 c3 status and annual filings
- Chairs the Auditing Committee
- Presents annual audit report to the Board in February
- Makes payment in accordance with the approved budget and as authorized by the resolution of the Board
- Turns in written report in April

### **Executive Director**

- Works with MCSS Board to guarantee that all Policies and Procedures are followed and completed.
- Maintains the Google folder
- Maintains the MCSS Email
- Maintains and updates the MCSS website
- Submits NCSS paperwork and provides annual updates.
- Coordinates the annual conference in conjunction with the President-Elect
  - Budget is submitted to the board and the conference does not spend more than it brings in.
  - Orders name tags
  - Ensures that venue is secure
  - Ensures that all contracts with vendors and hotels are signed and in the proper Google Folders
  - Works with printing company on conference program
  - Ensures that all presenters are contacted and fulfill time slots
  - Works with venue to make sure each room has the needed technology and set up is complete
- Works with Past President to recruit new board members

- Works with VP of Membership to recruit new members and keep contact information of existing members up to date.
- Works with Treasurer and Assistant Treasurer to ensure budget is up to date and MCSS Policies and Procedures are followed
  - E and O Insurance is renewed
  - Annual Budget is Submitted
  - Not For Profit Status is filed and up to date.
- Works with all committees to ensure that annual reports are submitted
- Other responsibilities will be determined by the board when one is employed

### **The Delegate-at-Large Liaison**

- Serves on the Gold/Silver Star Application Committee
- Represents MCSS in the House of Delegates of NCSS (registration is paid by MCSS and \$300 stipend)
- Membership to NCSS paid for by MCSS.
- **Arranges for Missouri delegates to meet at the annual convention prior to the first House of Delegates session to discuss issues being brought before the House of Delegates.**
- Verbal report at the January meeting about the NCSS conference
- Turns in written report in April

### **Regional Delegates**

- Encourages others in their region to join MCSS, NCSS, and network
- Serves on the membership committee
- Serves on the conference committee
- Assists with regional conference(s) in his/her region
- Takes on roles given or accepted based on interest, talents and/or abilities

### **DEI Committee Chair**

- Updates “MCSS DEI” tab on the MCSS website
- Chairs DEI Committee meetings
- Collaborates with universities and delegates to promote diversity
- Turns in written report in April

### **Emeritus Positions**

- President
  - Advises the Board as requested
  - Maintains a contact list for past presidents
  - Volunteers for different duties and responsibilities to promote MCSS
- Board Member

- Advises the Board as requested
- Volunteers for different duties and responsibilities to promote MCSS

### **DESE Liaison**

- Reports to the Board on programs, projects, legislation, regulations, and other state initiatives regarding social studies education
- Provides advice, assistance, and support from the Board of Directors on matters of mutual interest
- Turns in written report in April

### **University Liaison**

- Communicates with and solicits the participation and support of college and university Social Studies educators in MCSS programs and activities.
- Informs membership on the communication of and from college and university at Board meetings
- Turns in written report in April

### **Public History Liaison**

- Communicates with and solicits the participation and support of educators from private and public museums in MCSS programs and activities
- Informs membership on the communication of and from educators from private and public museums
- Turns in written report in April

### **Committee membership:**

- 1) **The Conference Committee** develops the statewide program between Board meetings and the regional meeting(s). The committee negotiates with the managers of the statewide meeting location for charges and services, including meals, and shall solicit and supervise the exhibitors. Fees must be approved by the executive directors and Agents that go beyond the approved budget for the conference.
- 2) **The Auditing Committee** reports upon the accuracy of the books of account kept by the Treasurer and the annual report of this committee shall be made at the January Board meeting.
- 3) **The Legislation Committee** keeps the membership informed on all pending legislation in Congress and in the legislature of Missouri. Instruct the members in the techniques of promoting legislation to enhance social studies.
- 4) **The Membership Committee** plans and develops the recruitment of new members for Missouri and National Councils. Committee members shall include all Regional Delegates and others able to recruit new members.

- 5) **The Publications Committee** implements new issues, outlines plans, and discusses the content of publications for the coming year each member of the committee is in charge of contributing a recurring monthly section of the newsletter.
- 6) **The Teacher of the Year Committee** works to gather nominations, creates ballots for the Board to vote, orders the physical award, and formats the acceptance speeches by the recipients and posts those speeches to the webpage.
- 7) **Gold Star and Silver Star Committee** works to gather paperwork and complete application for board approval for the NCSS Gold Star or Silver Star annual awards.

### **Adhocs Committees**

- ~~8) **Social Media Committee** will maintain all relevant MCSS social media accounts (including but not limited to Facebook, Twitter, and Instagram). The Social Media committee will work to expand the social outreach of MCSS around the state of Missouri and will work to communicate relevant organizational information and updates to members of all members of MCSS. The chairperson will be appointed by the Board of Directors.~~
- ~~9) **National History Day Committee-Derek Frieling, Chair**
  - a) Reminds members about deadlines
  - b) Promotes NHD to the membership to engage teachers
  - c) Communicates with the State NHD Offices~~