



Offices, Duties and Responsibilities Handbook Revised 2015-16

This document has been designed to help new officers to our organization. It cannot be all inclusive, but it should answer most questions. Any questions that are not answered here can be directed to the Executive Director of SAM.

There is no mention of extra time spent. The extra time spent serving as an officer in MASSP should be rewarding intellectually and professionally. Remember, your colleagues have chosen you because of your special abilities which can assist our organization.

Officers should attempt to have their school districts pay for their travel and per diem if possible. This should be a relatively easy thing to sell to school districts as it enhances a district's reputation to have its administrators hold a state office. If this is not possible, travel costs can be submitted to MASSP. Our funds are somewhat limited, but it is not the intention of this organization to be a financial burden to its members.



Offices, Duties and Responsibilities

PRESIDENT

Term: One Year - May through April

Election: The President-Elect automatically assumes the presidency.
The President begins service after the spring regular meeting.

Duties and Responsibilities:

- Must be a member of MASSP and NASSP.
- Commit two hours a week to MASSP.
- Request ten (10) release days from your school district.
- Establish MASSP Executive Board and Board of Directors agendas.
- Conduct MASSP Executive Board and Board of Directors meetings.
- Present the MASSP budget to the Board (in cooperation with Executive Director).
- Direct and establish MASSP programs and business meeting at the Spring Conference.
- Establish a statewide network for association and legislative business.
- Attend MASSP Region meetings.
- Write editorials and news articles for the SAM Newsletter.
- Represent MASSP at meetings or on various committees with other educational organizations or as needed.
- Represent MASSP and SAM as may be necessary at Legislature or Board of Public Ed hearings or meetings.
- Appoint members to appropriate MASSP and SAM committees.
- Represent MASSP on SAM Executive Board and Board of Director meetings.
- Attend NASSP Region VII Meeting.
- Attend NASSP National Conference.
- Organize for SAM Delegate Assembly.

President's Meeting and Expenses

- June - SAM Board of Directors (Local district or individual)
SAM Delegate Assembly (Local district or MASSP)
- July - SAM Administrators Institute (Local district or individual)
- September Region VII (MASSP/NASSP)
- October - SAM Business & Board of Directors Meeting (Local district or individual)
Montana Conference of Educational Leadership (Local district or individual)
- January - SAM Board of Directors Meeting (Local district or individual)
- February - NASSP National Conference (MASSP)



Offices, Duties and Responsibilities

- March - SAM Executive Board Meeting (Local district or individual)
- April - MASSP Board Meeting (Local district or individual)
MASSP Spring Conference & Business Meeting (Local district or individual)
SAM Board of Directors (Local district or individual)

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Offices, Duties and Responsibilities

IMMEDIATE PAST PRESIDENT

Term: One year - May through April

Election: The President automatically assumes the past presidency.
The Past President begins service after the Spring regular meeting.

Duties and Responsibilities:

- Must be a member of MASSP and NASSP.
- Request five (5) release days from your school district.
- Attend MASSP Executive Board and Board of Director meetings.
- Attend MASSP Region meetings.
- Represent MASSP at meetings or on various committees with other educational organizations or as needed.
- Represent MASSP and SAM as may be necessary at Legislature or Board of Public Ed hearings or meetings.
- Represent MASSP on the SAM Board of Directors and participate in SAM Board of Director meetings.
- Nominations for Vice President - Committee Chair.
- SAM Delegate Assembly.

Immediate Past President's Meeting & Expenses

- June - SAM Board of Directors (Local district or individual)
SAM Delegate Assembly (Local district or MASSP)
- July SAM Administrators Institute (Local district or individual)
- October - SAM Business & Board of Directors Meeting (Local district or individual)
Montana Conference of Educational Leadership (Local district or Individual)
- January - SAM Board of Directors Meeting (Local district or individual)
- April - MASSP Board Meeting (Local district or individual)
MASSP Spring Conference & Business Meeting (Local district or individual)
SAM Board of Directors (Local district or individual)



Offices, Duties and Responsibilities

PRESIDENT-ELECT

Term: One year - May through April

Election: The Vice President automatically assumes the President-Elect position.
The President-Elect begins service after the Spring regular meeting.

Duties and Responsibilities:

- The primary function of the President-Elect is promoting Association membership. (See Constitution.)
- Must be a member of MASSP.
- Commit one hour a week to MASSP.
- Request five (5) release days from your school district.
- Conduct MASSP Executive Board and Board of Director meetings in the absence of the President.
- Assist the President in the programs for the MASSP Spring Conference
- Attend MASSP Region meetings.
- Represent MASSP on various committees with other educational organizations as directed by the President.
- Attend such other meetings as may be necessary to represent MASSP as directed by the President.
- Represent MASSP on the SAM Board of Directors and participate in SAM Board of Director meetings.
- Manage the awards process for the MASSP membership (Assistant Principal of the Year, Principal of the Year, Community Partner in Education, Aspiring Scholarship, NASSP Conference Incentive Award).
- Attend the NASSP Conference.
- Attend the NASSP Leadership Conference (MASSP)
- Attend SAM Delegate Assembly.

President-Elect Meetings & Expenses

June -	SAM Board of Directors (Local district or individual) SAM Delegate Assembly (Local district or MASSP) NASSP Leadership Conference(MASSP)
July	SAM Administrators Institute (Local district or individual)
October-	SAM Board of Directors (Local district or individual) MCEL (Local, District or Individual)
January -	SAM Board of Directors (Local district or individual)
February -	NASSP National Conference (MASSP – Hotel, Per Diem & Registration) (Local district or individual for transportation)



Offices, Duties and Responsibilities

April - MASSP Board Meeting (Local district or individual)
MASSP Spring Conference (Local district or individual)
SAM Board of Directors (Local district or individual)

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Offices, Duties and Responsibilities

VICE PRESIDENT

Term: One year - May through April

Election: Nominees are presented during the business meeting at the Spring Conference. Election ballots are sent out within 7 days. Successful candidate assumes the President-Elect role upon announcement of election results.

Duties and Responsibilities:

- Must be a member of MASSP and NASSP.
- Commit one hour per week to MASSP.
- Request five (5) release days from your district.
- Assist the President in the program for the MASSP Spring Conference
- Find the retiring principals and plan the retirement recognition program for the MASSP Spring Conference.
- Attend MASSP Region Meetings.
- Represent MASSP on various committees with other educational organizations as directed by the President.
- Attend such other meetings as may be necessary to represent MASSP as directed by the President.
- Represent MASSP on the SAM Board of Directors and participate in SAM Board of Director meetings.
- Attend the NASSP Conference.
- Attend SAM Delegate Assembly.
- Coordinate with the MASC Liaison and provide a report to the MASSP Board at the state MASSP Conference.

Vice President's Meeting & Expenses

June -	SAM Board of Directors (Local district or individual) SAM Delegate Assembly (Local district or MASSP)
July	SAM Administrators Institute (Local district or individual)
October -	SAM Board of Directors (Local district or individual) MCEL (Local District, or Individual)
January -	SAM Board of Directors (Local district or individual)
February -	NASSP National Conference (Local district or MASSP)
April -	MASSP Board Meeting (Local district or individual)



Offices, Duties and Responsibilities

MASSP Spring Conference (Local district or individual)
SAM Board of Directors (Local district or individual)

STATE COORDINATOR

Term: Three years - May through April

Election: Nominees are presented during the business meeting at the Spring Conference. Election ballots are sent out within 7 days. Successful candidate assumes the State Coordinator role upon announcement of election results.

Qualifications

Must be a member of MASSP and NASSP

Anticipated time commitment on average is one-two hours per week, depending upon the time of the year and the nature of issues facing the organization.

Primary Function

The State Coordinator shall coordinate activities of the state with that of the National Association of Secondary School Principals. He/she shall also carry out those duties prescribed by the NASSP State Coordinators' Handbook as identified below:

- 1) Serving as active members of the NASSP Federal Grassroots Network.
 - The purpose of the Federal Grassroots Network is to strengthen the voice of principals in NASSP's federal legislative efforts by increasing the participation of our members in federal grassroots advocacy.
 - Network members will meet with their members of Congress at least once annually in their states and correspond regularly with their legislators and staff through the Principal's Legislative Action Center (PLAC).
 - Network members will participate quarterly in a conference call with NASSP staff: 1) Prior to the call, Network members will submit to NASSP staff a report on notable state and local education initiatives and legislative developments that are the result of current federal policies or that have the potential to affect federal policy efforts; 2) Prior to the call, Network members will view a pre-recorded presentation on federal education policy and budget/appropriations that will be created by NASSP staff; 3) During the call, Network members will discuss common state issues and brainstorm with NASSP staff regarding strategies for targeting key members of Congress and moving federal legislation forward.
- 2) Encouraging participation in the Federal Grassroots Network of other NASSP members in their state and the utilization of PLAC when NASSP staff sends action alerts on pertinent issues affecting federal education policy.
- 3) Promoting NASSP's advocacy agenda and highlighting the achievements of NASSP's grassroots advocacy efforts in your states.



Offices, Duties and Responsibilities

- State Coordinators will be encouraged to speak at state association conferences, contribute articles to state association newsletters and publications, and post information on state association Web sites.
- 4) Participating in all sessions related to federal education policy and/or led by the U.S. Department of Education at the annual NASSP conference.
- 5) Attending the annual NASSP State Coordinators' Summer Advocacy Conference in Washington, D.C.

In order to assess the effectiveness of refocusing the role of the State Coordinators and its impact on NASSP's advocacy agenda:

- A) NASSP staff will track participation in the quarterly Federal Grassroots Network conference calls and share this information with the State Executive Directors.
- B) State Coordinators will submit quarterly reports to NASSP staff that detail a) meetings, phone calls, and correspondence with members of Congress or their staff; b) activities to encourage the participation in the Federal Grassroots Network of other NASSP members; and c) activities to promote NASSP's advocacy agenda and highlight the achievements of NASSP's grassroots advocacy efforts. Reports will be shared with the State Executive Directors.

Duties and Responsibilities

Membership

- Promote membership in MASSP and NASSP
- Interpret and explain the various NASSP programs to MASSP members

NASSP

- Recommend members for NASSP Committees
- Communicate key issues in the state to NASSP Board of Directors
- Serve on the NASSP Board of Nominators
- Attend the NASSP Convention

Region VII

- Represent MASSP at the NASSP Region VII meeting
- Serve as member of Region VII Board of Directors
- Report MASSP issues to the Region VII meeting
- Report Region VII issues to the MASSP regular meetings

MASSP

- Attend MASSP Executive Board Meetings
- Attend MASSP Conferences
- Update membership on issues



Offices, Duties and Responsibilities

Legislative

- Develop contacts and cultivate relationships with Congressional delegations
- Develop a knowledge base of Federal issues
- Liaison with Federal Relations Coordinators of other SAM Affiliates
- Testify at Federal hearings regarding educational issues in the interest of MASSP
- Keep politically active in state issues
- Attend Federal Relations Network Meetings

Meeting and Expenses

February

- NASSP Conference (MASSP)

April

- MASSP Board Meeting (Local district or individual)
- MASSP Spring Conference (Local district or individual)

June

- NASSP Leadership Conference (NASSP)

September

- NASSP Region VII Meeting (MASSP/NASSP)



Offices, Duties and Responsibilities

REGIONAL DIRECTORS

Term: Two Years - October through September

Election: Directors will be nominated and elected prior to or during the October MASSP affiliate meeting. Region I, III and V will elect in the odd years. Regions II, IV and VI will elect in the even years.

Duties and Responsibilities:

- Must be a member of MASSP.
- Commit two hours per month to the Region.
- Plan and conduct no less than three meetings in the region each year (i.e., fall, winter and spring).
- Plan any special programs or presentations.
- Select sites and dates for region meetings.
- Serve as a liaison to MASSP and report region concerns to MASSP.
- Send region agenda and minutes to each of the other region directors and to SAM office for sharing online.
- Attend the MASSP Spring Conference and report region activities.
- Attend SAM Delegate Assembly or appoint representative.
- Assist in contacting members and potential members in the region they represent.

Meetings and Expenses:

- June - SAM Delegate Assembly (Local district or MASSP)
- July - SAM Administrators Institute (Local district or individual)
- April - MASSP Spring Conference (Local district or individual)



Offices, Duties and Responsibilities

COMMITTEES

Committee members shall be appointed by the President. Specific committees may be added or discontinued as the President and the Executive Board find advisable.

Nominating Committee:

The nominating committee, as directed by the Immediate Past President shall be responsible for the nomination of candidates for the offices at the Spring business meeting held in conjunction with the MASSP Conference.

Election Committee:

The Election Committee shall be responsible for preparing the ballot, conducting the election, counting the votes cast, and reporting the results.

Retirement Committee:

The Retirement Committee as headed up by the Vice President shall contact people for the purpose of identifying retiring members and arranging for appropriate presentations of letter packets and plaques at the annual banquet held during the MASSP Spring Conference. (See constitution.)

Regional Committees:

Each of the six MASSP regions shall have responsibility for specific committee topics as assigned by the Executive Board. The regions are divided by county (with some adjustments due to geography or tradition). (See constitution.)

Ad Hoc Committee:

Ad Hoc committees will be appointed by the President as needs arise.



Offices, Duties and Responsibilities

MASSP Board Job Duties Chart

	President	Past President	President-Elect	Vice President	State Coordinator	Regional Directors
National Convention	X		X	X	X	
National Leadership Conference			X		X	
MASSP Conference	X	X	X	X	X	X
MASSP Board of Directors Meetings	X	X	X	X	X	X
Awards Chair			X			
Delegate Assembly	X	X	X	X		X
SAM Bulletin Contributor	X		X			
SAM Administrators Institute	X	X	X	X	X	X
Region VII Meeting	X				X	
Attend Region Meetings	X	X	X	X		X
2nd VP Nominations		X				
Represent MASC Board				X		
MCEL	X	X	X	X	X	
SAM Business Meeting	X	X	X	X		
SAM Board Meetings	X	X	X	X		
Retirement Committee				X		