



Minnesota Peony Society

MPS Directors at Large Roles & Duties

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The position as a Director-at- Large (director) is one of support and implementation of activities and ideas for the MPS. It also serves as a conduit between the membership and the BOD.

General Duties

- **2-year terms (may be elected again after the end of a term).**
- **Any member of MPS member may be nominated for a position as a Director.**
- **The President may appoint new directors in the case of a vacancy.**
- **Directors may be removed from the BOD by 2/3 majority vote for failure to act in the best interests of MPS**

Duties

1. Directors authorize and implement the activities of the society and oversee the financial health of the society.
2. Attend all general Board of Director Meetings. If unable to attend, notice should be given prior to the meeting to other all other Directors and Officers.
3. Review meeting minutes as provided by Recording Secretary and submit amendments to the Recording Secretary as needed.
4. **Read and review all reports** submitted by Officers, Directors, Committee Chairs and Program Chairs prior to BOD meetings.
5. **Lead and/or participate** in a minimum of one committee or program. Multiple involvement is encouraged with consideration to time and talent.
6. **Involve non-director members** in programs and committees whenever possible. Involvement of members creates community and allows for succession of duties when leaders move on or are unable to perform their duties.
7. **Actively participate** in meetings.
 - a. Share ideas, observations and speak your mind
 - b. **Make motions** (important for MPS records and accomplishing tasks)
 - c. Volunteer to other support programs and committees through information finding, researching, writing, member contacts, etc....
8. **Vigorously vote** on motions during meetings.
9. **Meet deadlines** as developed by the Board of Directors and committees. This protects and shows respect for everyone involved. Additionally, meeting deadlines protects others from situations which may cause other members to perform work they did not anticipate or may not be able to perform.

10. **Respond to communications** in a timely manner. For most organizations this is within **two days**. Some responses may require more immediate attention, others less so.
11. **Ask for assistance** if you are in need. The Board of Directors is designed as a network-support system and is there to help!

*The BOD (Board of Directors) compiles a slate of nominees for all offices currently up for election. The current officers and board members approve or disapprove the slate. Once the slate of officers and new board members are approved, the slate is then presented to the membership for vote.

All leadership positions of MPS are volunteer positions without compensation which include oversight and implementation of all activities of the organization

The officers (President, Vice President, Immediate Past President, Treasurer/Membership Secretary, Recording Secretary and Newsletter Editor) plus four Directors at Large make up the Board of Directors. See current Bylaws for duties and structure of the board.