

Brief Descriptions of MIE Board Positions:

CHAIR – will organize the meeting topic and schedule, assist the host institution with the meeting program, and represent MIE whenever necessary or appropriate.

- Ensures all aspects of professional organization function properly
- Sets agenda and runs board meetings, in collaboration with other board members
- Sets agenda and runs five MIE member meetings, in collaboration with other board members
- Addresses the general expectations of the various members, including the mode of continued meetings/communication throughout the year
- Manages the listserv communication with organizational members

CHAIR-ELECT – will assist the chair in all matters and substitute for the chair when necessary. The Chair-Elect will serve as the Chair the following academic year. This is a two-year commitment.

- Strives to attend all five MIE member meetings and participates in person or via conference call in board meetings
- Contributes to planning for MIE meetings goals and structure
- Focuses on observing and learning responsibilities of Board Chair
- Liaises with presenters and assists chair where needed

TREASURER/MEMBERSHIP MANAGER – will collect meeting fees, maintain the organization's account, issue payments to host institutions, and provide yearly financial updates. This position will also monitor and update membership records.

- Attends all five MIE member meetings and participates in person or via conference call in board meetings
- Arrives early at the bi-monthly MIE meetings to oversee the check-in table (collect dues, manage attendance sheets, etc.)
- Prepares periodic treasurer's reports to keep members informed of MIE's financial status
- Manages MIE bank account and PayPal account
- Reimburses host institutions for refreshments at bi-monthly MIE meetings
- Keeps track of attendance statistics and updates/manages the membership list

WEBMASTER – will make website updates and provide general website maintenance.

- monitors website and makes needed informational updates
- promotes upcoming events and posts relevant organizational information
- Maintains the MIE Resource List with current contact information for local agency and NAFSA officials
- Oversee and run Google hangout

SOCIAL MEDIA COORDINATOR – will serve as photographer for events and will post updates, announcements, and other related social media news.

- manages correspondence on MIE Facebook and LinkedIn

MEMBER-AT-LARGE – will assist the host institution in welcoming members at MIE meetings and recording attendance. Will provide additional assistance where needed.

- Strives to attend all five MIE member meetings and participates in person or via conference call in board meetings
- Identifies session topics and presentation material of interest to members
- Recruits speakers for sessions
- Assists with facilitation of MIE member meetings
- Coordinate workshops in collaboration with the board.

Last revised 2/23/2015