



Duties of the District President

- a. Serves as an elected member of the MAATA BOD.
- b. Only votes on matters before the MAATA BOD in the event of an impasse.
- c. Serves on the Executive Committee.
- d. Serves as the official spokesperson to represent the MAATA in dealings with other organizations and/or media.
- e. Coordinates the activities of the MAATA.
- f. Serves as ex-officio member of all the MAATA organizational support groups.
- g. Maintains communications with all members of the MAATA BOD in all matters pertaining to the coordination, management, and supervision of the MAATA affairs.
- h. Calls all regular, necessary, and advisable meetings of the MAATA BOD.
- i. Polls the Board in advance of MAATA BOD meetings for suggestion on Board Agenda.
- j. Presides over all meetings of the MAATA BOD, Executive Committee Meetings and the MAATA business meetings.
- k. Keeps the MAATA BOD informed about the MAATA affairs between Board meetings.
- l. Appoints members to fill vacant positions on the Board with the approval of the Board.
- m. Appoint committee chairs and advisory members of the Board with the approval of the Board.
- n. Sits on the District Finance Committee
- o. Performs the duties of the District Director in the absence of the District Director.
- p. This is a non-paying position

Duties of the District Treasurer

- a. Serves as an elected, voting member of the MAATA BOD.
- b. Serves on the Executive Committee.
- c. Serves as the ex-officio member at all Association meetings.
- d. Serves as the MAATA Treasurer Representative to the NATA's District Secretary/Treasurers' Committee.
- e. Coordinates and oversees all financial matters of the MAATA.
- f. The District Treasurer and the District President shall establish signature cards for all the MAATA bank accounts
- g. Shall have discretion in the disbursement of funds.
- h. Serves as the custodian of all financial records, books, and papers belonging to the Association.
- i. Files all annual income tax documents.
- j. Submits a written financial report or update of the MAATA's financial actions at Board meetings, conference calls and upon request of the Board at other times.
- k. Submits a complete financial report to the MAATA BOD prior to the MAATA Annual Meeting.
- l. Provides the District President a copy of all bank statements and a reconciliation report on request.
- m. Presides as the Chair of the Finance Committee.
- n. Calls all Finance Committee meetings.
- o. Coordinates all necessary items for preparation of the annual budget
- p. Presents annual budget to the MAATA BOD for approval by the beginning of the fiscal year.
- q. Carries out all other duties as directed by the District President.
- r. This is a non-paying position.