



Executive Board Member Duties

President:

The president performs tasks aimed at developing MABJ's vision and implementing the policies and procedures that allow that vision to be accomplished. As the chief executive of MABJ, a president directs each member and is accountable to the Executive Board, the Region III Director, and the NABJ Board.

Duties include, but are not limited to:

- Presiding over MABJ meetings.
- Facilitating executive board meetings.
- Facilitating the filing of any report required by the National or Regional Office.
- Maintaining contact with Committee Chairs.
- Representing the organization at conferences, events, etc.
- Serving as a secondary signatory on financial accounts.
- Coordinating executive board officer transitions, if required.
- Remaining fair and impartial during the organization's decision making processes.
- Attending 100% of all Executive Board and General Body Meetings.

Vice President of Broadcast:

A vice president is generally the second in command for MABJ, serving with specific responsibilities over the Broadcast Sector. As with any level of management in an organization, the vice president's role starts with the fundamental job responsibilities of a manager.

Duties include, but are not limited to:

- Assuming the duties of the President in his or her absence.
- Representing the organization at official functions.
- Remaining fair and impartial during organizational decision making processes.
- Maintaining a working relationship with all News Stations and Radio Stations.
- Serving on/chairing at least one committee.
- Attending at least 80% of all Executive Board and General Body Meetings.
- Overseeing development of visual announcements and campaigns.
- Performing other duties as directed by the President.

Vice President of Digital Media

A vice president is generally the second in command for MABJ, serving with specific responsibilities over the Digital Media Sector. As with any level of management in an organization, the vice president's role starts with the fundamental job responsibilities of a manager.

Duties include, but are not limited to:

- Assuming the duties of the President in his or her absence.
- Representing the organization at official functions.
- Remaining fair and impartial during organizational decision making processes.
- Overseeing and facilitating all social media posts/campaigns and MABJ.org updates.
- Serving on/chairing at least one committee.
- Attending at least 80% of all Executive Board and General Body Meetings.
- Performing other duties as directed by the President.

Vice President of Public Relations:

A vice president is generally the second in command for MABJ, serving with specific responsibilities over the Public Relations Sector. As with any level of management in an organization, the vice president's role starts with the fundamental job responsibilities of a manager.

Duties include, but are not limited to:

- Assuming the duties of the President in his or her absence.
- Representing the organization at official functions.
- Remaining fair and impartial during organizational decision making processes.
- Overseeing the Public Relations Committee.
- Insuring all correspondence concerning MABJ, portrays the organization in a positive and constructive light.
- Attending at least 80% of all Executive Board and General Body Meetings.
- Overseeing the development of visual announcements and campaigns.
- Performing other duties as directed by the President.

Vice President of Print:

A vice president is generally the second in command for MABJ, serving with specific responsibilities over the Print Sector. As with any level of management in an organization, the vice president's role starts with the fundamental job responsibilities of a manager.

Duties include, but are not limited to:

- Assuming the duties of the President in his or her absence.
- Representing the organization at official functions.
- Remaining fair and impartial during organizational decision making processes
- Maintaining working relationship with all Print outlets (news, etc.).
- Serving on/chairing at least one committee.
- Attending at least 80% of all Executive Board and General Body Meetings.
- Overseeing development of monthly newsletter.
- Performing other duties as directed by the President

Role of a Parliamentarian:

The Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies.

The Parliamentarian will utilize the the National Association of Black Journalist's bylaws to draft an interpretation of local bylaws and rules of order for MABJ.

Duties include, but are not limited to:

- Drafting and Interpreting Bylaws

The bylaws define the make-up, governance, rights and responsibilities of MABJ and it's members. They also define specific rules that must be adhered to. MABJ bylaws must be legislatively compliant with the laws of NABJ.

- Parliamentary Opinions

Should procedural or legislative questions arise, the Parliamentarian will review the organization's governing documents and provide an opinion as to how to proceed within the rules.

- Meeting and Convention Planning

The parliamentarian must assist MABJ in planning meetings or conventions and develop an agenda for each meeting.

Treasurer:

The Treasurer of MABJ shall keep and maintain, or cause to be kept and maintained, full and accurate records of accounts of this corporation's properties and transactions. The Treasurer shall send, or cause to be sent, statements and reports as required by the President of MABJ.

Duties include, but are not limited to:

- Bank account maintenance - Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
- Budgets – Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget.
- Financial Policies – Overseeing the development and observation of the organization's financial policies.
- Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board.
- Overseeing the Finance/Fundraising Committee

Secretary:

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files.

Duties include, but are not limited to:

- Arranging conferences, meetings, and travel reservations for MABJ organization.
- Composing and distributing meeting notes, routine correspondence, and reports.
- Maintaining scheduling and event calendars.
- Scheduling and confirming appointments on behalf of the executive board, and alerting them to appointment dates times and changes.
- Setting up and maintaining paper and electronic filing systems for records, correspondence, and other material.
- Operating electronic mail systems (email) and coordinating the flow of information both internally and externally.
- Reviewing work done by others to check for correct spelling and grammar, ensure that MABJ policies are followed, and recommend revisions.

Student Liaison:

The Student Liaison Officer will be responsible for working with educational institutions to increase participation in MABJ. The Student Liaison will coordinate a range of activities designed to widen student involvement in enrichment activities, community, charitable or social activities.

Duties include, but are not limited to:

- Providing programs, information and advice related to student administration policies and procedures within MABJ.
- Identifying and providing resources to support student learning to improve engagement and retention in media professions.
- Overseeing the Student Outreach Committee and developing a team solely dedicated to insuring students of all ages have necessary resources to become fruitful professionals.
- Making students are aware of scholarship opportunities.
- Developing and maintaining working relationships with all local Journalism programs.

With my signature below, I affirm that I have read and understand my role as an Executive Board Member of the Memphis Association of Black Journalists, collectively hereinafter.

I agree to comply with the above requirements and will cooperate in their implementation.

Position: _____

Print Name: _____

Signature: _____

Date: _____