

MICHIGAN ASSOCIATION OF SCHOOL BOARDS (MASB) JOB DESCRIPTION

JOB TITLE: Board Liaison

DATE: March 2025

DEPARTMENT: Administration

REPORTS TO: Executive Director

SUPERVISES: N/A

JOB SUMMARY: Serves as the executive assistant to the Executive Director, Deputy Director, and liaison to the 22-member Board of Directors. Working with the Executive Director and Deputy Director, performs general secretarial duties including scheduling, correspondence, and general assistance. Interfaces with MASB Directors and board committee members, including agenda creation, scheduling, and similar responsibilities. Working with board members, the board liaison assists in coordination of lodging, registrations, and similar activities for board meetings, workshops, and other MASB-related activities.

Essential Duties:

Works under the general guidance of the Executive Director in supporting MASB staff and board members on a daily basis.

Responsible for general secretarial duties for Executive Director and Deputy Director including:

- Preparing reports, letters and memorandum as requested.

- Managing calendars and scheduling of events.

- Arranging meeting sites, lodging, activities, and meals for meetings and events.

- Assists with the development of Administration and Board departmental budgets.

Assists Executive Director and Board President with all board activities including:

- Serving as the administrative secretary during Board, committee, and ad hoc meetings.

- Arrange Board and regional receptions at annual national conferences.

- Interface with national associations regarding inquiries, services, and information.

Assists MASB Board members with administrative tasks including:

- Monitor and submit expense reimbursements.

- Assisting with logistics including things like lodging, meals, and similar activities.

- Reconcile monthly Board member purchase card transactions.

Responsible for all aspects of MASB Board meetings, including:

- Working with Executive Director and Board President in agenda development.

- Ensuring all agenda documents and reports are uploaded prior to publication.

- Notifying Board members of meeting dates, method of attendance (i.e.. In person or Zoom) and ensuring a quorum will be present.

Responsible for the logistics for committee meetings, including Executive Committee, Policy Committee, Finance Committee, and Resolutions and Bylaws Committee including:

- Scheduling meetings and arranging for meeting locations.

Preparation of agendas and obtaining supporting materials.

Arranging for catering and room arrangements.

Preparing, maintaining, and storing committee minutes, permanent records, and correspondence.

Assists the Executive Director with Delegate Assembly, including:

Arranging all logistical aspects of the assembly.

Prepare and deliver certification of delegates.

Provide on-site assistance during the annual delegate assembly.

Arrange for the support of other support staff during the event.

Responsible for MASB Board of Directors statewide elections including:

Identify openings and providing guidance on filling openings to Board President.

Prepare, distribute, and communicate openings and ballots to statewide voters.

Arrange for auditor review of elections.

Open, tally, and report out on voting results.

Work with Executive Director and Board President on troubleshooting and resolving issues with any aspect of voting.

Qualifications:

- High school graduation or equivalent, Bachelor's degree preferred.
- 4+ years' experience as a secretary, administrative assistant, or similar position.

Required Competencies/Abilities:

- Strong attention to detail.
- Intermediate Microsoft Office skills, with an ability to learn firm-specific programs and software.
- Strong organizational, interpersonal and problem-solving skills.
- Strong communication skills – written, spoken and listening.
- Friendly and professional demeanor.

Preferred Competencies/Abilities:

- Experience in a public school system, state or community college, or non-profit preferred.
- Experience working with a board of directors or governing board.

Working Conditions and Physical Demands:

Work to be conducted primarily in an office, however some work will be done in school and hotel environments, and some work may be conducted remotely via technology. Some lifting required (up to 30 lbs.). Occasional overnight and weekend travel. Long hours on computer keyboard.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Salary/Benefits:

This is a full-time salaried position, with compensation commensurate with experience; the preliminary salary range is \$60,000 - \$70,000. MASB offers a full benefits package that includes full family health, dental, vision insurance, life, and long-term disability insurance, along with employer contributions into a 401(k) plan. Regular workdays are Monday through Friday, 8:00 a.m. to

5:00pm; some night and weekend work required. Paid time off includes sick, vacation, holiday, and personal days. MASB is not part of Michigan's Public School Employees Retirement System.

Application Procedure:

Interested candidates should submit their resumes and cover letter to HR@MASB.ORG. MASB intends to conduct interviews as qualified applicants are received until filled. MASB is committed to improving diversity, equity, and inclusion in our workplace, and we are currently seeking to attract, recruit and retain people from diverse backgrounds.

ADA and EOE Employer:

The information in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Equal Opportunity Employer: The Michigan Association of School Boards ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability.

Values Statement:

We, the MASB staff, are committed to a workplace that:

- Focuses on members' success;
- Builds trust, respect, and understanding;
- Values inclusion and diversity;
- Supports each other; and
- Embraces and drives purposeful change that promotes growth

