

Additions to Brief Job Descriptions

President (Administrative, Conference, and Fundraising)

- Heads Executive Committee
- Operates MGFWS as a mission-driven organization
- Oversees strategy revisions and implementation
- External and Internal Public Representative
- Leads Policy making and implementation
- Coordinates and sets Board Meeting Agendas
- Responsible for Memorandum of Agreements (conference, county, state)
- Coordinates among Administrative, Conference and Fundraising

Executive Vice President (Administrative, Conference, and Fundraising)

- Primary focus areas include Administration, Conference, and Fundraising
- Serves as assistant to and substitutes for the President when needed.
- Is the primary leader of officers and members in areas of Board Administration.

Past-President (Administrative, Conference, and Fundraising)

- Member of executive committee
- Available to the President in an advisory role
- Ensures organizational status and history is passed to the President
- Assists in fund-raising when appropriate