



Boards Officer Duties

Chairperson

- Implement and adhere to meeting agendas
- Presides over points of procedure (conducts the meetings in a respectful, timely, and organized fashion)
- Ensures compliance with Open Meeting Laws
- Develop future agendas with assistance of Vice Chairperson, Secretary, and Staff Liaison
- Complete MSU Local Government Center's Parliamentary Procedure Training annually (the Clerk's office is working on building the Officers Training, coming soon!)

Vice Chairperson

- Fulfill Chairperson duties in the event of their absence
- Assists with compliance of Open Meeting Laws
- Complete MSU Local Government Center's Parliamentary Procedure Training annually (the Clerk's office is working on building the Officers Training, coming soon!)

Secretary

- Record final agendas and submit to Staff Liaison for posting (templated)
- Record action minutes and timestamps after each meeting and submit to Staff Liaison for posting (templated)
- Record attendance for each meeting (templated)
- Complete MSU Local Government Center's Parliamentary Procedure Training annually (the Clerk's office is working on building the Officers Training, coming soon!)