

MSEA BOARD OF DIRECTORS -- GENERAL INFORMATION

MSEA MISSION STATEMENT

"The Minnesota School Employees Association (MSEA), is a growing union which recognizes the dignity of the individual worker and the power of the organized body. It is a democratic union directed by its membership, and fiscally responsible to that membership. Through an empowered membership and a professional staff, MSEA provides the highest level of representation and service in the State of Minnesota."

MSEA's nine Board of Directors are members elected by members at the annual Delegate Assembly. There are three officers (President, Vice President & Treasurer) and six Directors, all elected to three-year terms.

The Board is responsible to the Assembly and implements the policies and mandates received from the Assembly. Directors also make monthly contacts to unit leaders to share information, remind units about upcoming events and get feedback from members.

BOARD TRAINING

1. Duties and responsibilities

Meeting attendance	Unit contacts	Goal setting
Arbitration approval	Staff employment issues	Approve unit operating policies
2. Basic parliamentary procedures
3. Confidentiality
4. Liability and insurance protection
5. Judicial Panel training
6. Interview and hiring procedures
7. Financial training

BOARD MEETINGS

1. The Board typically sets their upcoming meeting schedule during their three-day planning session in July. Most Board meetings are held in the MSEA office, however, the Board may also chose to hold some meetings around the state to encourage member attendance. Meetings are generally scheduled for the 3rd week of the month, barring holidays or major conflicts, for the following months:

September	January	April (held at the DA)
October	February	July (3-day planning meeting)
November/December	March	
2. The Executive Director sends out a Board mailing about 10 days prior to each regular Board meeting which includes:
 - a. Board agendas
 - b. Committee agendas
 - c. Minutes from previous Board meeting(s) to be approved
3. Shuttle services may be arranged to transport Directors to and from the hotel to the MSEA office upon request to minimize parking expenses.
4. Board members may also park in the underground building parking lot at MSEA's expense Monday through Friday. **NOTE:** daily parking rates are rather high, so the Board is encouraged to car pool or use the hotel shuttle. The parking ramp is not open to the Board on Saturday.

BOARD COMMITTEE ASSIGNMENTS

1. Each Board member will be assigned to either the Program/Planning or Budget/Personnel committee. The committee meetings will usually be held the day before the Board meetings. Meetings can vary in length depending upon the agenda.
2. **Program/Planning Committee** – helps plan the Spring Regionals, MSEA Delegate Assembly, member training and workshops, reviews MSEA Governing Documents, DA resolutions
3. **Budget/Personnel Committee** – reviews monthly budget, considers financial impact of upcoming projects and goals, staff employment issues, ongoing staff compensation issues (severance, 401K, insurance premiums), bargains staff contracts
4. Committee chairs, with the assistance from other committee members, are required to submit a written annual report for distribution at the Delegate Assembly.

REGIONAL ASSIGNMENTS

1. The six Directors and Vice President are assigned a region of the state to serve as a contact for unit leaders.
2. You will normally contact unit leaders via phone, email or mail after you've received your Board mailing and before you come down for the Board meeting. Unit contacts are made in order to share MSEA news and updates with unit leaders and bring feedback to the Board meetings.
3. Unit contacts are recorded on a form detailing call date, time, name of unit leader, issues of concern, reminders of upcoming events, questions or comments.
4. Bring regional monthly contact forms with you to the Board meetings. We will make copies for the President and MSEA office files.
5. Directors are also expected to schedule, attend and lead their Spring regional meetings.

DELEGATE ASSEMBLY

1. The Board determines the location of the Delegate Assembly, usually two years in advance.
2. The President will appoint Directors to serve as Sgt-At-Arms and on the following committees at the Assembly: Resolutions, Elections or Credentials. See the Delegate Assembly Rules for a description of these committee duties.

EXPENSE REIMBURSEMENT

1. lost wages – run through MSEA's payroll every two weeks
2. mileage – roundtrip mileage reimbursed at current IRS rate
3. hotel – all hotel expenses are covered by MSEA
 - a. rooms for regular Board meetings and the Delegate Assembly are booked by Jodi Lietzau
 - b. all other approved hotel rooms (for regional meetings, out-of-state travel, etc.) are booked by the Directors themselves and reimbursed accordingly
4. meal stipends – up to \$35/day for in-state and \$100/day for out-of-state (**NOTE:** if MSEA purchased lunch for Board members during a meeting, that expense should be deducted from the Director's daily meal allowance)
5. Board stipend -- \$30 for every meeting attended in the capacity as a Board member; \$100 annual stipend
 - a. Stipends are be tracked on a form provided and submitted **once or twice a year** for payment
 - b. Stipends must be run through MSEA's payroll and are subject to taxes
6. phone cards are provided to cover calls made to members or other Directors for MSEA business
7. misc. expenses – MSEA will reimburse all approved expenses with properly submitted receipts