



# MINNESOTA ELEMENTARY SCHOOL PRINCIPALS' ASSOCIATION

*Serving Elementary and Middle-Level Principals*

1970 Oakcrest Avenue, Suite 204  
Roseville, MN 55113 • [www.mespa.net](http://www.mespa.net)  
952.297.8670 • [mespa@mespa.net](mailto:mespa@mespa.net)

## **MESPA Secretary/Treasurer Responsibilities**

Term length: July 1, 2023 – June 30, 2025 (The officer can be re-elected one time, for a two-term maximum.)

### **Purpose:**

The MESPA Secretary/Treasurer supports the MESPA President and the association as a whole, reviews and reports on MESPA finances to the Board, takes minutes at MESPA Board meetings, and serves as a resource for MESPA members.

### **Major Roles and Responsibilities:**

- Supervises all signings of financial documents by the MESPA President
- Reviews MESPA financial statements and provides an update at BOD meetings.
- Chairs MESPA's investment committee and provides an update on investment statements at BOD meetings.
- Plans, attends, takes minutes, and participates in all BOD meetings, Executive Committee Meetings, and the Annual Meeting
- Chairs MESPA's STEM Innovation Award selection committee
- Assists in planning the MESPA Leadership Conference, MESPA Institute, and other professional development opportunities as needed
- Other duties as assigned by the MESPA Executive Committee

### **Time Commitment:**

The MESPA Board of Directors meets four times per year (September at Leadership, December, February at Institute, and May). The MESPA Executive Committee meets 8 times per year, primarily via Zoom. The MESPA Secretary/Treasurer is expected to attend the annual Leadership Conference (late September, includes Sept. board meeting) and MESPA Institute (Early February, includes Feb. board meeting).

### **Qualifications:**

The Secretary/Treasurer position requires a passion for MESPA and the principalship, as well as a deep knowledge of the association gained through involvement in the MESPA Board, committees, divisions, and/or MESPA professional development.

### **Benefits:**

- Help shape MESPA's strategic direction
- Connect with leaders around the state and nation



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- Travel around the state and nation on behalf of MESPA, including to the National Leaders Conference in Washington, D.C.
- Be a part of an energetic, passionate group of school leaders on the front lines of the principalship
- Further develop your leadership skills

For a more detailed breakdown of the MESPA Secretary/Treasurer's roles and responsibilities, see the MESPA Board Policies Manual at [mespa.net/BOD](http://mespa.net/BOD).