

Midwest Machine Knitters' Collaborative

MMKC BOARD DESCRIPTIONS

From the Midwest Machine Knitters' Collaborative Bylaws adopted October 2011 and Revised April 2019

President:

Shall preside at all general meetings of the organization and of the Executive Board: shall call for a minimum of one Executive Board meeting per quarter; shall appoint or accept volunteers for chair positions of standing and special committees with approval of the Executive Board; shall serve as ex-officio member of all committees; shall ensure annual re-filing with the Minnesota Secretary of State Office as a not for profit organization, and shall perform all other duties usually pertaining to the office. The President shall only vote in the occurrence of a tie in voting. President shall present a slate of officers at the Annual Meeting for membership approval. President shall appoint Executive Board positions in the event that an officer cannot complete his/her term.

Vice President:

Shall perform the duties of the President during that officer's absence and shall succeed that office should it be vacated before completion of the term. The Vice President shall be responsible for the presentations of MMKC meetings for June through May following the Annual Meeting membership approval of the Executive Board. The Vice President shall also be or shall delegate the liaison with the Minnesota State Fair and shall promote entry into all county and state fairs where the membership resides.

Secretary:

Shall record the minutes of Executive Board meetings and shall carry on all necessary correspondence. The Secretary shall distribute copies of the minutes to all Executive Board members and file a written copy of all minutes in the permanent file maintained in MMKC's storage box prior to the next meeting.

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Treasurer:

Shall receive, hold, pay, and account for all moneys and shall keep a proper account thereof and present a statement of account at each MMKC Board meeting. The Treasurer shall also maintain a current membership roster and submit a quarterly update of new members to the MMKC Newsletter Editor and to the Textile Center of Minnesota Librarian. Financial records shall be audited according to Article IX. Section 1.a.

Member at Large:

Shall participate on the Executive Board by representing the members at large. This Officer shall work with committee chairpersons, if requested, to obtain volunteers as needed by committees. Member at Large holds a key to the MMKC storage locker and shall set-out name badges and other meeting paraphernalia prior to each general meeting and collect these for storage at the conclusion of the general meetings.

Events/Fundraising:

Shall determine events and fundraisers for MMKC from June through May following the Annual Meeting membership approval of the Executive Board.