



MASSACHUSETTS MUNICIPAL
HUMAN RESOURCES
PROMOTING EXCELLENCE IN MUNICIPAL HR

MMHR Board Position Descriptions

Developed Fall 2024

Chair - Responsible for calling and moderating quarterly Board meetings, specifying time and location, working with MMA staff to prepare agendas and assure orderly conduct at meetings. Supports organizational decision-making on a weekly basis [and sometimes on a daily basis as events require, i.e. full day conference planning] and represents MMHR at events, serving as meeting facilitator on behalf of the Board. Additionally, the Chair supports the strategic planning process, coordinates with paid consultants to develop work plans, reviews tasks that should be addressed via this activity and endeavors to review meeting evaluations and suggest improvements for professional development which the association provides. It is also anticipated the Chair will help guide new committees and support their development. At any time when a review of the bylaws is necessitated, the Chair may also be called upon to assist this endeavor. Although the presiding Chair is not a member of the Nominating Committee, they are expected to consistently reach out to members [or via recommendations to the Nominating Committee] to encourage participation in the association.

Estimated time commitment: The Chair is expected to advise and partake in all monthly meetings which include the Fall Conference, Labor Relations full day seminar, and monthly meetings in December, March, April, May and June, as well as a Friday afternoon workshop during Connect 351. Presently the MMHR also holds four board meetings per year which are primarily virtual. During Connect 351, MMA's annual conference each January, the association is permitted to have two hours allocated to them at the MMA booth which is an opportunity for the Chair and others to support the mission of the MMHR.

*It is important to note that the Fall Conference and Labor Relations conference are just a few weeks apart, so the Chair's time commitment may increase from late Summer through late October.

Length of term: One year

Vice Chair - Assumes the responsibilities of the Chair in their absence and serves as Chair of the Program Committee. This individual is also responsible for working with MMA staff to facilitate meetings of the Program Committee, advise on appropriate speakers and activities recommended at MMHR monthly meetings and research new trends and future topics. A large portion of this work relates to the 2-day Fall Conference (generally in September) and the Labor Relations conference (generally in late October).

Estimated time commitment: The Vice Chair is expected to fill in for the Chair's responsibilities in their absence. Additionally, they participate in monthly Program Committee Meetings (~1 hour) and occasional additional Program Committee prep calls with event speakers.

*It is important to note that the Fall Conference and Labor Relations conference are just a few weeks apart, so the Vice Chair's time commitment may increase from late Summer through late October.

Length of term: One year

Treasurer - Responsible for the billing of membership dues, and the receipt, care and disbursement of collected funds. Prepares financial reports required of the organization by state/federal agencies. Presents the annual budget and regular financial updates to the Board and membership.

Estimated time commitment: The Treasurer spends ~20 total hours each spring to organize the annual MMHR budget and contact members with outstanding dues. The Treasurer may also spend up to 10 additional hours on miscellaneous tasks including tax paperwork and board presentations. MMHR also holds four board meetings per year, which are primarily virtual.

Length of term: One year

Secretary - Responsible for overseeing records kept of the proceedings of Board meetings and other MMHR proceedings as needed.

Estimated time commitment: The Secretary attends all Board meetings and spends ~1-2 additional hours/month on other duties.

Length of term: One year

Director - Responsible for the general supervision of MMHR's affairs and holding and managing other duties as the MMHR bylaws and the organization's members direct.

Estimated time commitment: MMHR holds four board meetings per year, which are primarily virtual. Directors may also spend some time as needed throughout the year to support program planning, events, and other business (e.g. serving as panel or workshop moderators, sharing ideas for topics and speakers with the program committee, reviewing the MMHR bylaws, etc.).

Length of term: Three years