MFA Position Descriptions

1. Executive and Associate Executive Directors
The executive director is responsible for the day-to-day operation of the organization, which includes managing committees, overseeing financial records and staff, as well as developing strategic plans in collaboration with the board. The ED represents MFA in various committees and organizations. THE ED develops agendas, provides leadership and vision in policy and procedures, and seeks to develop partnerships with others to deliver the MFA vision and mission. In essence, the board grants the executive director the authority to run the organization.

The associate executive director works with the executive director to provide leadership and vision in the establishment of policy, and to provide additional administrative support to the organization. This includes billing/mailing/administration, keep financial records, and membership. The associate director is responsible for seeking partnerships with others to assist in fundraising and outreach efforts.

2. President
The President shall preside at all meetings of the Association, Board of Directors, and Executive Committee. The President shall be the principal officer of the Association. The President, or his authorized delegate, shall sign all contracts for and on behalf of the Association.

3. Vice-President
The Vice President shall preside in the absence of the President and shall serve as President pro-tem in the event of the President's inability to perform the duties of the President, and assists in making strategic decisions. In partnership with the Executive Director, this position may be responsible for committee oversight, fundraising and development activities. The VP may also design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. The VP will work closely with the board of directors, committees, and support board members as they take on a more active fundraising role.

4. Treasurer
The Treasurer is responsible for supervising the collection, protection, and disbursement of all Association funds. The Treasurer will have the financial records of the Association audited annually at the close of each fiscal year. At the request of the Treasurer, the President will appoint an ad hoc committee of three Board members to audit the collection and disbursement of the Association's money. The auditing committee's report will be submitted to the Association at the first Board meeting of the new fiscal year and will become a permanent part of the Association's financial records.

5. Directors & Chapter Representatives
Board members will help recruit and welcome new members in their chapter, and attend at least two of the four Board meetings each year. They will approve gifts to be accepted by the MFA. They assist with fundraising and educational projects in their chapter/region when possible. They help to organize the annual meeting when it is in their region. Board members shall adhere to the MFA Code of Conduct.

6. **Property Watcher**
As a watcher, you’ll make rounds of the property on a regular basis, at least twice a year, and notify MFA and/or authorities if anything is out of order, such as illegal dumping, or blinds. You may also welcome people to the property, since it is open to the public for non-damaging uses. You are not expected to be a law enforcement officer, as this can be very dangerous.

Keeping watch on the property for MFA is your primary responsibility. You’re the eyes and ears of MFA. If you see anything unusual or when problems arise with the land (including roads, open spaces and damage to the resource), please notify us at 517-816-7879 or info@michiganforests.org.