

MINNESOTA
ASSOCIATION OF
SENIOR SERVICES

Policies & Procedures Manual

Created: 2013

Purpose

The purpose of the Minnesota Association of Senior Services is to:

Educate the professional leadership in the field of aging through networking, conferences and seminars.

Mission

To promote the growth, development and resources to older adults and to advance professional leadership within the field of aging since 1983.

Vision

MASS is a dynamic network of professional leaders committed to growth, excellence and strategic partnerships.

Membership

Dues

1. Annual membership year will be January 1st to December 31st.
2. Dues must be paid by February 1st to be listed in the annual directory.
3. Membership is open to all persons who serve older adults in community programming.
4. There shall be annual dues established by the membership, which will be reviewed by the executive committee on an annual basis.
5. Officers and members of the Association shall serve without remuneration.
6. Lifetime memberships will be offered to current members upon retirement.

Officers

In accordance with the By-Laws, the officers shall be President, Vice President, Secretary and two Members at Large. Officers shall represent the policies, views or needs of the association (along with representatives of committees, as needed) to other organizations, groups or persons upon authorization of the Executive committee.

Elections

1. Term of Office: Each officer shall serve two year terms. Association officers will be elected at staggering terms at the annual meeting held during the spring conference.
Stagger shall be as follows:
 - a. President, Secretary & 1 Member at Large
 - b. Vice-President & 1 Member at Large
 - c. Past President will serve a two year term directly following the expiration of the term of office as an ex-officio member.
 - d. Officers are elected for a two year term and may serve a total of 3 consecutive terms. An interval of one year must elapse before an officer may be elected to the same office.
 - e. The term of office is two years, elected at the spring conference.

Duties of Officers

President

1. General:
 - a. Represents and promotes MASS throughout the State.
 - b. Responsible for newsletter article: MASS Missive.
 - c. Maintain and update records of the association: meeting minutes, financial reports, newsletter copies, conference report, membership book, By-Laws, Policy & Procedures Manual, other items as necessary.
 - d. Serves as Past President on the Committee for two year directly following the expiration of the term of office as an ex-officio member.
2. Board & Other Meetings:
 - a. Schedules & presides at meetings of MASS.
 - b. Conducts the annual meeting.
 - c. Prepares agendas for all meetings.
3. Committees:
 - a. Serves as a member of the Executive Committee.
 - b. Appoints ad hoc committees as needed.

Vice President

- a. Serves as President in the President's absence.
- b. In the event of being unable to perform the duties of the President, VP will serve the remainder of that term as President.
- c. Manager for the Minnesota Recreation & Parks Association & the MRP Foundation partnership.
- d. Requests financial reports from MRPA's accountant.
- e. Provide financial report at annual meeting.
- f. Serves as a member of the Executive Committee.

Secretary

- a. Records minutes of all Executive Committee and Annual meetings.
- b. Provides copy of minutes to be included with the following Committee agenda and a copy of the minutes for the annual meeting.
- c. Serves as a member of the Executive Committee.

Members at Large

- a. Supports the association and its membership.
- b. This position will support the conference planning committee, as needed.
- c. Serves as a member of the Executive Committee.

*If a member is unable or derelict of their duties the Executive Committee has the responsibility to remove and reassign the position.

Committees

General

1. There are two types of committees: Standing & Ad Hoc.
2. Committee chair shall be appointed by the President with Executive Committee approval.
3. Standing Committees:

Appointments are for a two year term.

- a. Membership
- b. Newsletter
- c. Awards
- d. Communications

Ad Hoc Committees are appointed by the President with Executive Committee approval.

Membership

1. Promotes MASS membership.
2. Keep and maintain membership database.
3. Prepares recruitment materials for new members.
4. Makes recommendations concerning membership to the Executive Committee.
5. Provides membership renewal information.
6. Serves as a member of the Executive Committee.

Newsletter

1. Requests information for and composes the newsletter quarterly. Relays newsletter to communications chair for distribution to the membership.
2. Serves as a member of the Executive Committee.

Communications

1. Distributes the newsletter quarterly to all members.
2. Sends out requests for information to the membership.
3. Works closely with the Membership Chair to keep member information updated.
4. Serves as a member of the Executive Committee.

Awards

1. Sustains the awards committee.
2. Requests nominations for the annual Outstanding Senior Services Award through newsletter and e-mail.
3. Chooses award recipient from nominations.
4. Plans and conduct presentation of award at annual conference.
5. Makes recommendations concerning awards to the Executive Committee.

6. Serves as a member of the Executive Committee.

Conference

1. The annual conference is planned and implemented by MASS members and in turn will be held within the overall general location of the committee's members.
2. Communicates with the Executive Committee as necessary or as requested.
3. Submits promotional materials for annual conference to the Newsletter & Communication Chairs.
4. Provides summary to executive committee.

NISC Liaison

1. The Minnesota delegate to the National Institute of Senior Centers (NISC) is elected by Minnesota membership of NISC.
2. This individual represents NISC members from the state of Minnesota and the MASS organization.
3. Responsibilities to MASS include, but are not limited to:
 - a. Provide information about national issues important to MASS members.
 - b. Write an article quarterly for the newsletter.
 - c. Provide an information session at the MASS annual meeting.
 - d. Report to the Executive Committee, at the next scheduled meeting, after attending the National conference.
 - e. Represent MASS at the national level.
4. MASS provides support to the NISC delegate in the form of an annual travel subsidy up to \$2,000 as funds permit. In order to receive a subsidy the NISC delegate must appear before the Executive Committee, report on NISC activities and request the subsidy in writing. The Executive Committee may also request a report of travel expenses from the NISC delegate.
5. Serves as a member of the Executive Committee.

Executive

1. Members will be the President, Vice President, Secretary, Two Members at Large, Newsletter Chair, Communications Chair, Membership Chair, Awards Chair and NISC Liaison.
2. Responsible for decisions that must be made prior to annual meeting. All decisions shall be reviewed with the membership at the next meeting.
3. Meets twice a year: prior to spring conference and in the fall, or as needed.

Partnerships

Minnesota Association of Senior Services can enter into partnerships for the advancement of the association with membership approval.

MASS Website

ACCEPTABLE USE

The intent of this communication outlet is to provide information from MASS and to promote MASS events and activities. Other acceptable uses include promoting programs or an organization in which MASS has a direct financial involvement or organizations with which MASS is partnering to advance a

particular initiative or program.

WEB SITE LINKS

The decision on whether or not to link to a particular site is entirely the decision of the executive committee. Typical organizations that are appropriate for linking include:

- Organizations in which MASS participates through joint powers agreements;
- Organizations in which MASS has a membership; and/or
- Organizations with which MASS is partnering to advance a particular initiative or program.