



METRA

ORGANIZATION STRUCTURE

Officers and Committees

Chair

The Chair shall have responsibility for the general supervision and operation of METRA, and shall preside at METRA meetings.

Time Commitment: 5-10 Hours a Month including monthly Meetings. Extra time needed during E2 Day planning and prep.

Vice Chair

The Vice-Chair shall preside during the absence of the Chair, facilitate meetings as requested, coordinate Committee activity, and assume other Duties as specified by the Board.

Time Commitment: 5-10 Hours a Month including monthly Meetings. Extra time needed during E2 Day planning and prep.

Secretary

The Secretary shall keep, and maintain a full and complete set of non-financial records of METRA. The Secretary shall record minutes and attendance for all Membership meetings. The Secretary shall coordinate general correspondence for METRA. The Secretary shall also preside at METRA meetings during the absence of the Chair and Vice Chair.

Time Commitment: 5-10 Hours a Month including monthly Meetings. Extra time needed during E2 Day planning and prep.

Treasurer

The Treasurer shall keep, and maintain a full and complete set of financial records of METRA. The Treasurer shall receive, deposit, and disburse METRA funds in coordination with Board or their designee. The Treasurer shall also manage vouchers and receipts. The Treasurer shall assume responsibilities for the preparation of all financial documents, including required financial reports (the annual 501 c (3) report) and tax statements. The Treasurer shall serve as the METRA Registered Agent and maintain corporate records filed under Chapter 617, FS.

Time Commitment: 5-10 Hours a Month including monthly Meetings. Extra time needed during E2 Day planning and prep.

Board of Directors

1. Set goals to further the Purpose of METRA (Purpose) (Articles of Incorporation, Section III).
2. Provide direction to the Committees and Membership towards meeting goals.
3. Ensure that Committees are appropriately staffed to meet goals.
4. Appoint temporary ad-hoc Committees.
5. Oversee all Committee actions.
6. Develop a continuing list of potential METRA training topics in conjunction with the Training Committee.
7. Review all event reports prepared by each Committee for future events.
8. Review Committee budgets and approve as appropriate.
9. Review and approve all external METRA communications.

Time Commitment: 5 Hours a Month including monthly Meetings. Extra time needed during E2 Day planning and prep.

Committees

The Board may designate one or more Committees to carry out the Purpose, as provided in the Manual. These Committees shall be staffed at the direction of the Vice Chair and may be modified as needed. Committees shall not have the authority to do the following:

- (a) Dissolve, merge, or consolidate METRA;
- (b) Amend the Articles;
- (c) Sell, lease or exchange METRA property;
- (d) Designate any such Committees, or fill Board;
- (e) Amend or repeal the Bylaws, or adopt new Bylaws;
- (f) Amend or repeal any act of the Board.

Time Commitment: 1-5 Hours a Month NOT including monthly meetings (not required to attend monthly meetings like officers and directors). Extra time may be needed during E2 Day planning and prep.

Corporate Committee

1. Ensure that the Bylaws are reviewed annually and revise as necessary. Route all proposed revisions through the Board at Regular Meetings for approval. Provide notice to Membership for approval at a Regular Meeting.
2. Ensure that the METRA Manual (Manual) reflects that METRA is doing business consistent with the Bylaws and the Purpose.
3. Assist the Board with matters related to maintaining corporate status necessary for compliance with State (Chapter 617, FS) and Federal (IRS) codes.

Logistics Committee

1. Provide arrangements and staffing for METRA events, exhibits, and meetings.
2. Prepare and ensure that supply stocks are complete, and delivered to each event.
3. Organize event volunteers, and ensure attendee and volunteer registration at all METRA events.
4. Coordinate event attendee certificates and CEUs with the Training Committee.
5. Prepare event reports to the Board and include attendee number for training tracking records.
6. Submit monthly purchasing requests and expense reports to the Board, at Regular Meetings in months where expenditure activity occurs.

Outreach Committee

1. Promote training and partnering events. Develop distribution lists for advertising METRA events.
2. Develop, administer and provide results of evaluations for METRA events (both participant and vendor).
3. Coordinate securing vendor sponsors/partners for events. Secure vendor arrangements (registration, set-up and refreshment/prize offerings) for

METRA events in conjunction with the Logistics Committee (and Sponsor ad-hoc Committee).

4. Identify/create partnerships with appropriate groups to further METRA's Purpose and goals.
5. Make contacts and promote METRA, including providing the "About METRA" presentation. Coordinate activities with the Board.
6. Submit monthly purchasing requests and expense reports to the Board, at Regular Meetings in months where expenditure activity occurs.

Scholarship Committee

1. Develop a template and criteria for the annual Michael T. Morrow Scholarship (Scholarship).
2. Establish outlets and partners for seeking Scholarship applicants.
3. Develop and maintain a Scholarship web page and flyer. Coordinate activity with the Web Committee.
4. Explore and solicit funding opportunities for the Scholarship.
5. Coordinate Scholarship publicity with the Outreach Committee.

Training Committee

1. Develop and deliver training for all METRA events.
2. Develop an on-going list of potential training topics and audiences in conjunction with the Board.
3. Coordinate certificates and CEUs with the Logistics Committee

Web Committee

1. Ensure that the METRA domain name and internet site functionality are maintained, and current.
2. Manage web correspondence, relevant member announcements and inquiry requests
3. Coordinate electronic payment and donation submittals with the Treasurer.
4. Provide event attendee information to the Board and other Committees.
5. Support the Logistics Committee to ensure attendees are registered and reminded of upcoming events.
6. Submit monthly purchasing requests and expense reports to the Board, at Regular Meetings in months where expenditure activity occurs