



ORGANIZATION STRUCTURE

Board of Directors - The Board of Directors consists of nine Member positions. Four of the Directors shall serve as Officers (Chair, Vice Chair, Secretary, & Treasurer). The remaining five positions shall serve as Directors-at-Large.

- Set goals to further the Purpose of METRA.
- Provide direction to the Committees and Membership towards meeting goals.
- Ensure that Committees are appropriately staffed to meet goals.
- Appoint temporary ad-hoc Committees.
- Oversee all Committee actions.
- Develop a continuing list of potential METRA training topics in conjunction with the Training Committee.
- Review all event reports prepared by each Committee for future events.
- Review Committee budgets and approve as appropriate.
- Review and approve all external METRA communications.

Officer Positions

Chair - Responsible for the general supervision and operation of METRA. The Chair presides at METRA meetings.

Vice Chair - Preside during the absence of the Chair, facilitate meetings as requested, coordinate Committee activity, and assume other duties as specified by the Board.

Secretary - Keep and maintain a full and complete set of *non-financial* records of METRA. The Secretary records the minutes and attendance for all Membership meetings. The Secretary also coordinates general correspondence for METRA. Additionally, the Secretary presides at METRA meetings during the absence of the Chair and Vice Chair.

Treasurer - Keep and maintain a full and complete set of financial records of METRA. The Treasurer will receive, deposit, and disburse METRA funds in coordination with the Board or their designee. The Treasurer also manages vouchers and receipts. The Treasurer assumes responsibilities for the preparation of all financial documents, including required financial reports and tax statements. Additionally, the Treasurer serves as the METRA Registered Agent and maintains corporate records filed under Chapter 617, FS.



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Logistics Committee

- Provide arrangements and staffing for METRA events, exhibits, and meetings.
- Prepare and ensure that supply stocks are complete and delivered to each event.
- Organize event volunteers, and ensure attendee and volunteer registration at all METRA events.
- Coordinate event attendee certificates and CEUs with the Training Committee.

Outreach Committee

- Promote training and partnering events. Develop distribution lists for advertising METRA events.
- Develop, administer and provide results of evaluations for METRA events.
- Coordinate securing vendor sponsors/partners for events.
- Identify/create partnerships with appropriate groups to further METRA's Purpose and goals.
- Make contacts and promote METRA, including providing the "About METRA" presentation.

Scholarship Committee

- Develop a template and criteria for the Scholarship.
- Establish outlets and partners for seeking Scholarship applicants.
- Develop and maintain a Scholarship web page and flyer.
- Explore and solicit funding opportunities for the Scholarship.

Training Committee

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

Web Committee

- Ensure that the METRA domain name and internet site functionality are maintained, and current.
- Manage web correspondence, relevant member announcements and inquiry requests
- Coordinate electronic payment and donation submittals with the Treasurer.
- Provide event attendee information to the Board and other Committees.
- Support the Logistics Committee to ensure attendees are registered and reminded of upcoming events.