

M.M.A.A Inc.
Roles and responsibilities of Officers of the Association

National Executive Board and the Executive Committee

Section 1.1: General Powers: The Executive Committee shall only work at the direction of the membership to control and manage the policies, affairs, business, property, and funds of the MMAA. The Committee may adopt such rules and regulations for the conduct of its meetings and the management of the Association as the membership may deem proper, not inconsistent with either federal or state law or the MMAA's constitution.

Section 1.2: Number, Qualification, and Tenure: The Executive Committee shall consist of at least five members in good standing of the MMAA, who shall be elected by the membership of the MMAA at the National Annual General Meeting. Upon the majority vote of the members, the number of Executive Officers may be increased or decreased (but not below five). No reduction in the number of Executive Officers shall of itself have the effect of shortening the term of any incumbent Executive Officer.

The Executive Board portion of the Executive Committee shall consist of the following officers: National President, National Vice President, National Secretary, and National Treasurer.

Each person on the Executive Committee shall be elected by the membership for a term of one year and shall hold office until the expiration of the term for which he or she is elected, or until his or her earlier resignation, removal from office, or death.

Job Title: National President

Placement: National Executive Board

Reports to: National Executive Committee and membership

Duties and Responsibilities: The National President shall...

1. ... be a member in good standing of the MMAA Inc.
2. ... have general, active management and vision of the business of the MMAA.
3. ... attend meetings of the Executive Board, Executive Committee and of the members.
4. ... see that the orders and resolutions of the Executive Committee are carried into effect.
5. ... oversees and holds accountable all officers including their various responsibilities as they relate to the constitution of the MMAA.
6. ... sign and deliver on behalf of the MMAA all documents or instruments of business, pertaining to the business of the MMAA, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the constitution or the Executive Committee to another officer or agent of the MMAA.
7. ... preside over national meetings of the membership; propose policies and practices; sit on various committees; and monitor the performance of all officers, and members.
- 8.... make timely and appropriate reporting of decisions and actions of the Executive Committee to members, sponsors, funders, and donors, as the case may be.
- 9.... develop agendas for meetings presided over, with the assistance of appropriate personnel.
- 10... determine whether executive committee meetings (an executive committee meeting is a meeting where only those individuals necessary from the Executive Committee to address the situation at hand,) are necessary and convene the committee accordingly.
- 11... ensure that structures and procedures are in place for effective recruitment, training (where appropriate), and evaluation of the Executive Committee, officers, and members.
- 12... ensure that structures and procedures are in place for securing the resources required by the MMAA.; depending on the MMAA.'s requirements, this may entail playing a leadership role in fund raising and membership campaigns.

- 13... encourage the Executive Committee, officers, and members to participate in the activities of the MMAA.
- 14... vote as prescribed in the constitution.
- 15... be accountable to the National Executive Board and members as specified in the constitution; however, may delegate specific duties as appropriate, while retaining accountability for these duties.
- 16... perform other duties as the need arises.

Job Title: National Vice President

Board Placement: National Executive Board

Reports to: National President & National Executive Committee

Duties and Responsibilities: The National Vice President shall...

1. ... be a member in good standing of the MMAA.
2. ... assume those duties of the President either assigned by the President, or rightfully assumed due to the absence of the President.
3. ... have the distinction of only casting tie-breaking votes, only during meetings of the Executive Committee. This means that the Vice President will not vote during Executive Committee meetings – regardless of the attendance of the President – unless there is a tie vote. Then and only then will the Vice President vote to break the tie. During all meetings of the general membership, the Vice President may vote as usual, and as his or her conscience dictates.
4. ... perform other duties as the need arises.

Job Title: National Secretary

Board Placement: National Executive Board

Reports to: National President and National Executive Committee

Duties and Responsibilities: The National Secretary shall...

1. ... be a member in good standing of the MMAA.
2. ... take minutes of regular meetings, Executive Committee meetings, and special committees where assigned, including names of attendees and work undertaken.
3. ... maintain said notes as official Minutes of these meetings.
4. ... retain and disseminate these Minutes as required – this includes (but is not limited to) delivery to the meeting chair, the Web Master, and/or membership requests.
5. ... write and send correspondence of the Association as directed.
6. ... perform other duties as the need arises.

The Secretary may appoint an associate to serve in his or her place during an absence or inability to attend a meeting. In the event that no one is assigned for a particular meeting, a pro tem secretary will be appointed for said meeting. The notes will then be relayed to the assigned Secretary, so that the remainder of the Secretary's duties will be performed.

Job Title: National Treasurer

Board Placement: National Executive Board

Reports to: National President and National Executive Committee

Duties and Responsibilities: The National Treasurer shall...

1. ... be a member in good standing of the MMAA.
2. ... be custodian of the funds of the MMAA and shall be responsible for opening, recording, and maintaining permanent records and accountings of all monies.
3. ... ensure the accounting books are maintained and up-to-date.
4. ... make deposits in the appropriate banking accounts.
5. ... pay all accounts in a timely fashion.
6. ... prepare and deliver reports to the Executive Committee as required.

7. ... prepare and deliver special reports to the membership as requested.
8. ... prepare and deliver year-end reports for AGM purposes.
- 9.... maintain all records, receipts, and bills on file.
- 10.... work with the Public Officer as needed.
- 11.... maintain permanent records in accordance with ATO rules.
- 12.... perform other duties as the need arises.

Job Title: National Public Officer

Board Placement: National Executive Committee

Reports to: National Secretary

Duties and Responsibilities: The National Public Officer shall...

1. ... be a member in good standing of the MMAA.
2. ... is required to notify the Dept of Justice's office in writing, within 14 days of being appointed, or of any changes to their contact details occurring.
- 3..... is the registered representative of the association, the person whom legal process, notices or documents are served or sent.
- 4.....must sign all legal demands made by the association.
- 5.....must ensure that the association's audited (where necessary) annual accounts and annual report are lodged with the Dept of Justice within the prescribed time.
- 6.....is required to keep a copy of the Constitution and make it available to members on request.
- 9.....must take all reasonable steps to ensure the association complies with the Act.
- 10.... perform other duties as the need arises.

Job Title: National Road Captain

Board Placement: National Executive Committee

Reports to: National President

Duties and Responsibilities: The National Road Captain shall...

1. ... be a member in good standing of the MMAA.
2. ... have a valid motorcycle license for at least one year.
3. ... have knowledge of riding laws and riding rules and actively ensure riding and safety skills are updated where possible. Such courses may be financed through the National "coffers" as appropriate.
4. ... lead the "pack" for all scheduled rides.
5. ... plan the route for all scheduled rides.
6. ... coordinate with all appropriate personnel, businesses, etc. for all scheduled stops on all scheduled rides.
7. ... select Road Captain assistants for scheduled MMAA rides.
8. ... notify law enforcement for all major scheduled rides, where necessary.
- 9..... devise and disseminate the "Rules of the Ride".
- 10.... provide "route sheets" to all Road Captain assistants.
- 11.... perform other duties as the need arises.

Job Title: National Administration Officer

Board Placement: National Executive Committee

Reports to: National Secretary

Duties and Responsibilities: The National Administration Officer shall liaise with the National Secretary & Treasurer and deal with all issues relating to membership and merchandise and shall...

1.be a member in good standing of the MMAA.
2.process all applications for membership received via the internet and post.
- 3.....ensure all applicants details are correct and forward them on to the National Secretary
- 4.....liaise with the National Webmaster and National Treasurer in processing membership applications.

- 5.....ensure correct fees for membership and regalia are charged and collected before processing the application and ordering regalia.
- 6.....order all badges as required and ensure they are delivered to new members as soon as possible after membership application is submitted.
7. submit potential product designs to the Executive Committee and membership, for approval.
8. obtain bids for new product.
9. procure quality product at a reasonable cost.
- 10 ... maintain inventory.
- 11.... sell product at meetings, events, etc.
- 12 ... fill orders from the MMAA web site and membership.
- 13 ... work with the Treasurer concerning all monies to and from product.
- 14.... provide reports to the Executive Committee as required.
- 15.... perform other duties as the need arises.

Job Title: National Communications Officer

Board Placement: National Executive Committee

Reports to: National Secretary

Duties and Responsibilities: The National Communications Officer shall...

1.be a member in good standing of the MMAA.
2.work with the National Administration Officer to develop and maintain a supportive and effective communication network with the National membership as a whole.
- 3.....develop an Association newsletter comprised of activities, events and general information for the National membership.
- 4.....liaise with the National Webmaster and National Administration Officer in publishing newsletters, calendar updates and information blogs on the National website.
- 5.....develop and facilitate public relations opportunities for the positive promotion of the MMAA.
- 6.....research and draft up media releases where appropriate or available.
- 7.....source photos, contributors and other copy for promoting the Association and updating the membership and National website.
- 8.....liaise with Grand Lodges or District Inspectors where necessary.
- 9.....perform other duties as the need arises.

Job Title: National Webmaster

Board Placement: National Executive Committee

Reports to: National Administration Officer

Duties and Responsibilities: The National Webmaster is the only Officer of the Association paid a stipend for services rendered (which will be agreed at the National AGM), annually in advance, and shall...

1.be a member in good standing of the MMAA.
2.work with the National Administration Officer to develop and maintain a supportive and effective communication network with the National membership through the design and effective maintenance of a National website.
- 3.....design and activate Chapter websites as the need arises.
- 4.....assist the National Administration Officer and National Communications Officer, where necessary, in updating events and items within the websites.
- 6.....perform other duties as the need arises.