

Interested in Becoming a MSPE Leader?

By Mitch Krysa, P.E.

2022-2023 Nominating and Tellers Committee Chair

The MSPE Nominating and Tellers Committee exists to submit recommendations to the MSPE BOD for the positions of President Elect, Vice President and Treasurer. The President Elect automatically becomes the President. Our charge is to present the slate of officers to the Executive Director at least 60 days before the election at the State Convention. This translates to an April 8, 2023 deadline for the June 7 – 9 State Convention. This year the MSPE Bylaws were changed so that the Treasurer position is now a one year term just like the other offices, where before the Treasurer served for two years.

The members of the Committee are Kurt Higgins, P.E. (SW Chapter), Bob Becnel, P.E., F.NSPE (St. Louis Chapter), Neil Brady, P.E. (Ozark Chapter), Josh Hartsock, P.E. (NE Chapter) with Mitch Krysa, P.E. (Western Chapter) as the committee chairman.

Your committee has been hard at work identifying future possible leaders for MSPE. Our plan is to develop the list and make contact with the individual to determine level of interest as well as when they might be available. The next step is to assign these future leaders to the Nominating and Tellers committee members so mentoring can begin. This process is intended to be refreshed each year to ensure we always have a strong bench and are grooming the future leaders appropriately. Sounds interesting, and a solid plan for future success.

So, how do you get involved with the process? Please submit your name and the offices you are interested to Info@mspe.com. Your request will be forwarded to the committee to place in the process, simple as that.

What are the roles, responsibilities and time commitments of these offices? MSPE has prepared a document that describes such and provided below. If you have any questions or comments regarding future leadership opportunities, please feel free to contact the Nominating and Tellers Committee Chairman, Mitch Krysa, P.E. at mstkrysa@gmail.com or call at 816-896 8896. You can also submit questions to info@mspe.com and they will provide assistance and references for you. You can also contact your Chapter Officers to glean their insights and experiences.

Officers Roles Responsibilities and Commitments

Revised: 10/1/22

By: Nominating and Tellers Committee

President

General Description

The President of the Society is its chief executive officer. The President initiates and presides over any meetings of the Board of Directors and of the general membership. The President provides leadership to the Executive Committee necessary for the development and/or continuation of Society policies during his/her administrative year.

Duties Upon Assuming Office

The President shall review the status of the Society and the extent of its progress during the previous year. The President shall familiarize him/herself with items of continuing Society business remaining from the previous administrative year. The President shall appoint appropriate committees as required by Society Bylaws or Executive Committee determination. The President will serve as an ex-officio member of all such committees.

Specific Duties

1. Provide leadership for the Executive Committee and direction to the Society staff for the achievement of designated Society goals.
2. Appoint all standing and any special committees or individuals required to conduct specific portions of Society business during the administrative year.
3. At regular intervals, review the work being accomplished by all appointed committees.
4. Represent the Society at all functions, chapter meetings or other meetings at which such representation is desirable.
5. Install chapter officers when requested.
6. Delegate special responsibilities, as required, to the President-Elect.
7. Maintain contact with Presidents of other engineering organizations within the state to develop and continue coordinated programs.
8. Construct, arrange for and preside over annual President's Workshop.

9. Prepare the Quarterly "President's Message" for use in the Society's official publication, the Missouri Engineer (ME).
10. As liaison officer, verify that committees and chapters under his/her jurisdiction have submitted reports in a timely manner and requested any appropriate Board action at least 30 days prior to a Board meeting.
11. Give specific directions to the Executive Director and staff as may be required to carry out Society policies and procedures adopted by the Executive Committee or Board of Directors.
12. Attend and preside over all MSPE Executive Committee Meetings and MSPE Board of Directors Meetings. Presides over and helps arrange for the annual state convention.
13. Attendance at the NSPE Annual Convention as the State's representative is highly encouraged.

Commitment

Level = High

Low			Medium			High		
							X	

The President of the Society is the most time consuming office of MSPE and therefore the commitment level is high. Requires attendance and presides over all EC and BOD meetings, makes visits to local chapters and is the official representative of MSPE to all professional and social events.

President-Elect

General Description

The President-Elect is the principal assistant to the President of the Society. President-Elect should be familiar with the President's duties and obligations in order to be available, as required, to serve in the President's absence. President-Elect should assume any presidential duties delegated to the position by the President in order to provide such assistance as the President may desire and assign to the position.

The President-Elect automatically assumes the position of the President upon the incumbent President's end of term in office.

Duties Upon Assuming Office

The President-Elect should assist the President in developing committee appointments, when requested. President-Elect should request any special assignments that the President may wish to delegate to the position in order that the position may make substantial progress toward their completion during the administrative year. President-Elect should be familiar with the President's schedule of activities so that the President-Elect may be prepared to represent the President, upon request, at any time.

Specific Duties

1. In the absence of the President, the President-Elect shall preside at all Society meetings.
2. Attend all appropriate NSPE meetings, including the NSPE NCR (North Central Region) monthly meetings.
3. Attend all Executive Committee and Board of Directors Meetings , including the annual convention.
4. Attendance at the NSPE Annual Convention is highly encouraged.
5. Bring to the President's attention the need for appointment of any individuals or committees for special assignments.
6. Share with the President necessary visitations at chapter meetings throughout the year in order to promote better state/chapter relationship.
7. Install chapter officers, upon request.
8. As liaison officer, verify that committees and chapters under the President-Elect's jurisdiction have submitted reports in a timely manner and requested any appropriate Board action at least 30 days prior to a Board meeting.
9. Complete any special assignments as designated by the President.

Commitment

Level = Medium/Low

Low			Medium			High		
			X					

The President-Elect of the Society is one of grooming and preparation to succeed the incumbent President at the State Convention. Attendance at the EC and BOD meetings is required in order to build the relationship with the members and prepare for the Presidency. Makes visits to local

chapters at the discretion of the President and also attends as the official MSPE representatives to all professional and social events in the absence of the President.

Vice President

General Description

The Vice President (VP) is an assistant to the President and should be familiar with the duties of the President and the President-Elect. The VP should be prepared to assume many routine duties of the Society in order to free the President and President-Elect for matters involving Society policy and administrative decisions. In the absence of the President and President-Elect, the Vice-President is next in line to preside at Executive Committee and Board meetings.

Duties Upon Assuming Office

As requested by the President, VP should assist in developing committee representation for the coming year. The VP should accept any special assignments that the President may wish to delegate to the VP in order that the VP may make substantial progress toward their completion during the administrative year. VP should be familiar with the President's schedule of activities so that the VP may be prepared to represent the President, upon request, at any time.

Specific Duties

1. Serve as presiding officer at any Society meetings at which the President and President-Elect are absent.
2. Coordinate the work of committees assigned to VP by the President. This work consists of periodically reviewing each committee's work to see that sufficient progress is being made and there is no confusion and misunderstanding as to assignment.
3. Attend all Executive Committee and Board of Directors Meetings, including the annual convention.
4. Attendance at the NSPE Annual Convention is highly encouraged.
5. Call to the attention of the Executive Committee any committee which is not performing its assignment.
6. As liaison officer, verify that committees and chapters under VP jurisdiction have submitted reports in a timely manner and requested any appropriate Board action at least 30 days prior to a Board meeting.

7. Complete any special assignments as designated by the President.

Commitment

Level = Low/High

Low			Medium			High		
		X						

The Vice President of the Society is one of grooming and preparation to move into the President-Elect office should the incumbent decide to do so. There are no progression requirements, and as such this position is open for election every year. One major purpose of this position is to train leaders within the officer ranks of MSPE. Attendance at the EC and BOD meetings is required in order to build the relationship with the members and assist the President and President-Elect. Makes visits to local chapters at the discretion of the President and also attends as the official MSPE representatives to all professional and social events in the absence of the President and President-Elect.

Treasurer

General Description

The Treasurer is the custodian of the Society's assets. Treasurer must be prepared to furnish a clear and concise statement of the Society's financial position at almost anytime, and on short notice. When approved by the Executive Committee or the Board of Directors, the Treasurer may be assisted in the recording and reporting of financial transactions and funding status by full-time staff personnel or by an independent professional accountant hired by the Board of Directors; however, the receipt and disbursement of funds and the analyses of the financial position of the Society remains the direct responsibility of the Treasurer.

Duties Upon Assuming Office

Upon assuming office the new Treasurer should be furnished with a statement of the financial condition of the Society at the time the Treasurer takes office. Treasurer should see that an audit of the previous year is completed in a timely manner and presented to the Executive Committee. Treasurer should understand how the accounts have been maintained and that the routine records are in such condition that the Treasurer can fulfill their responsibilities in the newly assumed position.

Specific Duties

1. Make sure that staff follows correct accounting procedures for the receipt and deposit of all monies remitted to the Society and for the recording of such deposits in the books of account.
2. Make sure a commercial account or accounts is maintained in established banking or other facilities as approved by the Board of Directors, for the deposit of all funds.
3. Make sure a reserve account(s) is set up and uses appropriate investment instruments as may be approved by the Executive Committee and/or Board of Directors.
4. Make sure all disbursements of funds (except payments of minor amounts of cash monies made for expedient operations and under general operating policies approved by the Executive Committee) are made by bank checks honored with the signature according to the most recent approval matrix. All disbursements outside the approved operating budget will be approved by the Executive Committee.
5. Maintain (or direct the maintenance if an individual accountant or accounting firm is retained for that purpose by the Board of Directors) a complete and adequate accounting record which can indicate an up-to-date financial position of the Society at virtually anytime. Each expenditure, disbursement, or payment made shall be recorded as an "element of expense," "expense classification," "expense line item," or similar listing, which corresponds to a listing on the approved operating budget.
6. Prepare the annual operations budget. Requests for funding for each of the elements of expense anticipated should be solicited from the persons responsible for the activity, well in advance of the time of budget preparation. Analyses of income and expenditures and their impact in the financial condition of the Society shall be performed and the conclusions therefrom transmitted to the Executive Committee and hence to the Board of Directors during its deliberations to adopt an operating budget.
7. Be responsible for budget execution. Regularly review the status of each element of expense and the total operating budget to assure that the goals established by the Board of Directors in the operating budget will be attained. The results of financial analyses and the current financial position of the Society shall be reported by the Treasurer at each meeting of the Board of Directors, or Executive Committee, or as requested by the Board of Directors.
8. As liaison officer, verify that committees and chapters under his/her jurisdiction have submitted reports in a timely manner and requested any appropriate Board action at least 30 days prior to a Board meeting.
9. Treasurer is responsible for the maintenance of the Treasurer's Procedures Manual and will ensure at the end of the Treasurer's term that the document is

updated so that the incoming Treasurer will be able to successfully execute the duties of the office.

10. Attend all Executive Committee and Board of Directors Meetings, including the annual convention.
11. Attendance at the NSPE Annual Convention is encouraged
12. Complete any special assignments as designated by the President.

Commitment

Level = High/Low

Low			Medium			High		
						X		

The Treasurer of the Society is responsible for the overall daily upkeep of all financial records of the Society and to watch for trends regarding the Societies financial position. The Treasurer will be called upon notice to provide special reports at the discretion of the President, Executive Committee and the Board of Directors. The effort at times can be demanding. There are no progression requirements, and as such this position is open for election every year. Attendance at the EC and BOD meetings is required in order to provide the financial reporting as required by this position.