



Connection. Advocacy. Growth.

Governing Council Responsibilities

MPA Executive Committee

April 9, 2022

Overview

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Governing Council Composition

You can reach all members of the GC by emailing MPACOUNCIL@LISTS.APASERVICES.ORG

Executive Committee

President (elected)
Pres-Elect (elected)
Past President (elected)
Secretary (appointed)
Treasurer (appointed)
At Large (appointed)
Executive Director (from management company, non-voting position)

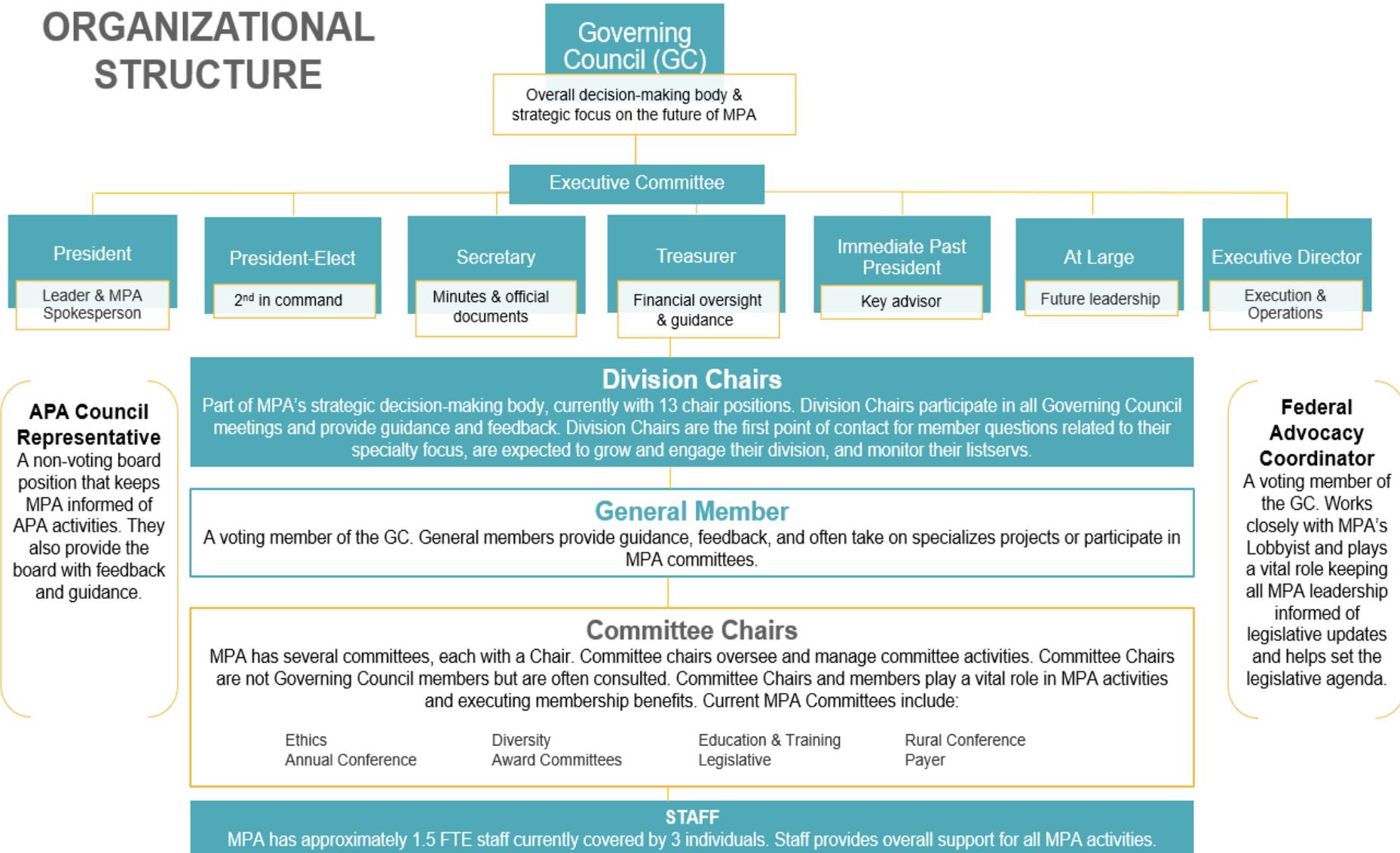
Division Chairs

(all elected-13 total)
Multicultural
Psychology Practice Division
Public Service
Rural & Greater MN
Student Division (co-chairs)
Women's Division
Psychologists in Healthcare Orgs
Academic
Psychoanalytical Studies
Forensic
Early Career Psychologists
Child Psychology
Clinical Psychopharmacology & Collaborative Practice

Other

Federal Advocacy Coordinator-FAC (appointed)
APA Council Rep (appointed, non-voting position)
4 General Member Positions (elected)

ORGANIZATIONAL STRUCTURE



Basic Responsibilities

- Determine the Organization's Mission & Purpose
- Monitor, and Strengthen the Organization's Programs and Services
- Ensure Adequate Financial Resources
- Protect Assets and Provide Financial Oversight
- Build a Competent Board
- Ensure Legal and Ethical Integrity
- Enhance the Organization's Public Standing
- Ensure Effective Organizational Planning
- Select and Support Designated Staff

Determine the Organization's Mission & Purpose

Mission:

To serve the science of psychology and its applications throughout Minnesota so the interests of public welfare and psychologists are mutually enhanced.

Keep this in mind as we make decisions!

MPA is a 501.c.6

Monitor, and Strengthen the Organization's Programs and Services

- As a Governing Council Member you are an advocate for MPA and MPA's services
- All GC members should be support the organization by
 - Attending and promoting MPA events and educational offerings
 - Promoting and recruiting MPA members
 - Support advocacy efforts (hill visits, voter voice, etc.)
- Are our products and services relevant to our members needs?
Board members are the idea generators.

Financial Responsibilities

Ensure Adequate Financial Resources & Protect Assets and Provide Financial Oversight

- Balancing the budget with your financial goals
- Review, approve budget, and spending
- Identify dependable revenue streams
- Have a contingency plan in the event of a major revenue loss
- Awareness of the budget and financial policies in governance decision making
- Ensure that the organization has adequate operational reserves
- Verify the organization's financial systems and practices meet accepted standards (monthly financial statements, bank statements, and audits)
- The role of a board member does include helping to raise money for MPA

Build a Competent Board

- Having a board that is representative of MPA membership and the profession
- Providing orientation and training opportunities
- Articulating responsibilities and expectations of board members
- Suggest and recruit possible board nominees
- Keeping up-to-date on developments in the profession and the field of psychology

Ensure Legal and Ethical Integrity

- Ensure the organization adheres to local, state, and federal laws and regulations
- Ensure the organization acts in accordance with the provisions of the organization's bylaws, articles, and policies and amending when necessary
- Ensure transparency and accountability

Enhance the Organization's Public Standing

- GC members are all ambassadors of this organization
- Be prepared with key talking points about the mission and value of the organization
- Assist the Executive Committee with media requests and drafting public statements on issues
- Identify and be willing to share unique content expertise in the field of psychology

Ensure Effective Organizational Planning

- Engage in the comprehensive organizational planning process
- Attend and participate GC meetings provide strategic direction to staff and leadership
- Participate in MPA Committees
- Use the goals as a guide for budgeting and other priorities
- Track the plan's implementation and the organization's progress, largely based on stated goals and objectives
- Is our current plan based on realistic and comprehensive assumptions?

Select, Support and Evaluate Designated Staff

- Select the Chief Executive (or AMC, Executive Director)
- Provide constructive feedback to staff
- Follow through with volunteer responsibilities

Current Staff

Michelle Herr- Executive Director

Katie Benson- Events and Education

Cheren Werner- Communications, Website, Education, & Membership

Jennifer Mendoza- Finance & Accounting

Other Resources Available: Graphics, Marketing Specialist, IT Specialist

Nature of Boards

Governance

- Mission, Vision, Purpose
- Values, Principles
- Operational Policies
- Financial Oversight
- Ensuring Adequate Resources
- Public Credibility
- Strategic Planning
- Organizational Continuity

Nature of Boards

Strategic

- Playing out “What If” Scenarios
- Informed Opinions
- Understanding Quantitative Data
- Regular Environmental Scans
- Proactive v. Reactive
- 13-months and out

Keeseey's Parliamentary Procedures

MPA uses the rules of order published by Keeseey. These procedures are intended to help get work done in a fair way. If you are unsure how to achieve your purpose, please ask the MPA President or Executive Director.

- Simplifications vs. Robert's Rules
 - You don't need to second a motion
 - You don't move to "table" a motion, you move to postpone
 - You don't need to move to close nominations
- Motions that you can make:
 - A main motion (to pass the budget, create a committee, etc.)
 - An amendment or a substitute for the main motion
 - A motion to refer to a board, committee, or task force
 - A motion to postpone to a later time or date
 - A motion to close debate to those waiting to speak or due to limited time
 - A motion to recess or adjourn

Duty of Care

- Attending and actively participating in meetings
- Preparing in advance of board meetings
- Obtaining information, before voting, to make sound decisions
- Periodically examining the credentials and performance of those who serve the organization
- Frequently reviewing the organization's finances & financial policies
- Adhering to the organization's conflict of interest policy
- Maintaining confidentiality of information about the organization
- Examining all governing documents (Bylaws, Policies, Budgets, etc.)
- Making decisions that fall within the scope of the organization's mission and purpose

Board Liability, Risk & Exposure

Association's Liability

- Social Media Liability
- Risk of Directors
 - Failure to install and maintain normal and customary operational, financial, and managerial controls
 - Failure to take steps to remedy misconduct after becoming aware of it
 - Intentional misconduct, reckless disregard, grossly negligent
 - Disclosure of confidential information
 - Failure to exercise reasonable care and due diligence in making decisions
 - False and defamatory statement

Board Accountability

- Board Member Roles & Responsibilities Agreement
- Conflict of Interest Policy
- Whistleblower Policy
- Antitrust Policy (Mandatory)
- Code of Conduct

Antitrust

These are agreements that always or almost always restrict competition and reduce output

- Price fixing – including components of price and price related terms like discounts, credit terms and trade-in allowances
- Market allocation – where firms agree to stay out of each others' markets so they don't compete
- Bid rigging – where the parties agree to not bid against each other
- Some group boycotts – competitors get together to enforce a price fixing agreement or harm a rival

Antitrust Compliance

Be Cautious

- Discussions at meetings
- Statistical reporting
- Membership requirements and expulsion
- Services to members and non-members Application of Antitrust Law to Associations
- Standard-setting and certification programs
- Regulation of business conduct
- Antitrust and the Internet activities of associations
- Lobbying

Tips to Ensure Compliance

- Policy statements – Reviewed at least once annually
- Leadership Orientation
- Publications and website
- Membership Standards
- Meeting agendas and minutes
- If necessary, recuse
- Legal Counsel

Board Meetings, Etiquette & Protocol

- Attend and be engaged in all board meetings
- Start and end meetings on time
- Study and understand the mission statement, bylaws, and strategic plan
- Prepare for meetings by reviewing the agenda and supporting documents
- Stick to established agendas during board meetings
- Treat information and discussions as “confidential”
- Be respectful of people and ideas