



### **President**

- Provide and maintain a clear direction for SCMEA
- Promote the goals of the organization on a local, state, and national level
- Coordinate and supervise the actions and duties of SCMEA officers, board members, newsletter editor, and subcommittee members
- Plan, organize, and preside over four SCMEA board meetings each year
- Assist the President-elect in preparing and running the annual SCMEA Conference
- Designate a recipient for the President's Award and present the award at the SCMEA conference at the end of his/her term
- Work with the Scholarship Committee Chair to convene a panel, including the President and the last 2 Past-Presidents, to select the SCMEA Marine Educator of the Year from nominations

### **President-Elect**

- Oversee the planning and running of the annual SCMEA Conference
- The annual conference business meeting marks the end of the President-Elect term and the beginning of the term as President

### **Past President**

- Chair the nominating committee for the SCMEA board and officers
- Assist the President and SCMEA board as needed

### **Treasurer/Membership Secretary**

- Maintain the association's financial accounts
- Prepare financial reports that include current membership, account balances, and income/expenses
- Present financial reports at SCMEA board meetings (and any other time deemed necessary) that include current membership, account balances, and income/expense reports
- Accept application and renewal of membership and keep accurate records of members' contact information
- Maintain a mailing list that includes: current members, non-member conference attendees, and individuals with an interest in marine science
- Write and mail a welcome letter and a current copy of the newsletter to new members

- Accept registrations for the annual conference and maintain a database containing registration information
- Staff the registration desk at conferences and maintain an accurate record of the conference's income and expenses

### **Secretary**

- Take minutes at all SCMEA board meetings and at the SCMEA conference business meeting
- Distribute copies of the minutes to all officers and board members in a timely fashion
- Make corrections to the minutes as directed by the SCMEA board
- Maintain the Secretary's notebook by adding the minutes from all board meetings during term in office and pass down the notebook to successor
- After the annual conference business meeting, create a list of SCMEA award winners and a list of current SCMEA officers, board members, newsletter editor, and NMEA chapter representative with contact information and distribute these lists to the newsletter editor, website manager, and all parties on lists

### **NMEA Chapter Representative**

- Act as a liaison between the SCMEA and NMEA boards
- Attend mid-year NMEA board meeting at the NSTA annual conference and the annual NMEA board meeting
- Represent SCMEA at the NSTA conference by preparing and distributing activities at the NMEA Share-A-Thon
- Prepare quarterly reports about SCMEA to be published in the NMEA newsletter
- Participate in Chapter Representative Conference calls
- Notify the nominator of the recipient of SC Marine Educator of the Year award of their responsibility to nominate the SC Marine Educator of the Year for National Marine Educator or other appropriate national awards
- Inform SCMEA treasurer of NMEA travel award winner
- Represent the state of SC and SCMEA in all professional endeavors

### **Board Member**

- Attend four board meetings during each year of a two year term
- Actively participate in the running of SCMEA business and in the planning and implementation of SCMEA policy and events

### **Scholarship Committee Chair**

- Advertise for the following awards:

- Two Cousteau Memorial Scholarship awards (NMEA travel award) valued at up to \$500.00 for the purpose of traveling to attend the NMEA annual conference, applications due by April 1 and notification by May 15
- Six Renkas Marine Education Grants valued up to \$250.00 a piece to support educational programs, applications due by August 20 and notification by September 5
- SCMEA Educator of the year award valued at \$250.00, a five year membership in SCMEA, and a trophy
- Three Fred James SCMEA Conference Travel Awards valued at \$200.00 a piece for the purpose of traveling to attend the SCMEA annual conference, applications due August 20 and notification by September 5
- Create an ad-hoc committee to select a winner for the SCMEA Educator of the Year award that should contain the president, past-president, president-elect, other SCMEA members, or SCMEA board members
- Create an ad-hoc committee to select the winners for all other awards
- Notify all applicants by letter except for Educator of the Year, which is typically a surprise to the recipient and will be awarded at the SCMEA annual conference
- Have trophies and award certificates made
- Secure monetary awards from the treasurer
- Present awards at the annual conference

### **Newsletter Editor**

- Plan, organize, and create four Sea Scripts newsletters each year that contain information about SCMEA and marine education in South Carolina
- Distribute newsletters to SCMEA membership

### **Media Coordinator Responsibilities**

- Monitor, maintain, and update website with the content management system provided by website designer
- Update facebook page and work to grow followers
- Update twitter feed and work to grow followers
- Investigate potential for using new technology to reach our membership and increase benefits to members