

Maine Municipal Association
Executive Committee
Responsibilities and Protocols

The Maine Municipal Association (MMA) is a non-profit organization providing an array of professional services and insurance related programs to its members. The Executive Committee (Committee) is the Association's corporate board of directors, and has overall governance and fiduciary responsibility for MMA, including its annual operating budget and custody of its assets.

About The Executive Committee

- The Committee is created by the By-laws of the Maine Municipal Association to serve as the corporate governing body;
- Elections of officers and members of the Committee are held on an annual basis and voted upon by the full Municipal membership;
- The Committee is composed of twelve elected or appointed municipal officials including a President, Vice President, Immediate Past President and nine Executive Committee members; and
- Officers serve one-year terms and members are elected to three-year staggered terms, unless filling a vacant seat on the Committee.

Qualifications

- Must be a town or city manager or chief appointed administrative official of an active member municipality; or
- A "municipal officer" as defined by state law, of an active member municipality. This means the mayor and aldermen or councilors of a city, the selectmen or councilors of a town, and the assessors of a plantation; and
- The ability to serve a three year-term; and
- Basic knowledge and/or interest in the corporate operations of the MMA; and
- Although not necessary, prior experience on other governing boards and/or involvement in the MMA.

Time Commitment

Service on the MMA Executive Committee requires a substantial time commitment. There is an attendance policy in the MMA By-laws that states:

"If any member or member-elect of the Executive Committee is absent from more than three meetings of the Executive Committee ... within a calendar year, the position of that member shall be deemed to be vacant, unless declared otherwise by a majority vote of the full membership of the Executive Committee, excepting that member, and the vacancy filled in accordance with this section."

Committee members are expected to participate in the following:

- Regular monthly meetings, which are typically held in Augusta on Thursdays, beginning at 9:00 a.m.
- A 2-day fall strategic planning meeting that is most often held in the municipality of the current MMA President;
- The MMA Annual Convention held in the fall; and

- Any additional subcommittee and/or ad hoc committee meetings as identified by management staff and approved by the Committee. Service on subcommittees (such as the MMA Strategic & Finance Committee) may entail additional meetings during a calendar year.

Responsibilities

The major responsibilities of the MMA Executive Committee include:

- Establishing the mission and setting the direction for MMA;
- Planning for the future of MMA, including setting short and long-term goals;
- Representing MMA to external parties;
- Serving as an ambassador to MMA's members and representing the interests of all municipalities;
- Hiring the MMA Executive Director;
- Evaluating the performance of the MMA Executive Director;
- Providing overall governance of MMA;
- Providing financial oversight of MMA, including adoption of the budget, and retaining the auditor;
- Developing and amending MMA policies;
- Establishing and maintaining a system for building consensus among the members;
- Attending the MMA Annual Convention;
- Serving as Board of Trustees of the MMA Workers' Compensation Fund;
- Serving as Trustees of the MMA Unemployment Compensation Fund; and
- Serving as the nucleus of the governing Board of Directors for the MMA Property & Casualty Pool Program.

Protocols

To enable the MMA Executive Committee to conduct its business professionally and efficiently, the Committee adheres to the MMA Code of Ethics & Conduct Policy as adopted and to the following protocols:

1. Written Materials – Whenever possible, the Committee requests that written materials be provided in advance and be made a part of the agenda and packet materials on issues to come before the Committee for consideration.
2. Requests From Outside Organizations – Organizations or individuals seeking consideration by the MMA Executive Committee should contact the MMA Executive Director. If the Executive Director, in consultation with the MMA President, determines that the request should appropriately come before the Committee, the organization/individual will be asked to submit the request in writing, with appropriate support materials. As a general practice, the Committee does not receive in-person presentations from outside organizations/individuals.

For more information on the commitment, responsibilities and protocols for the MMA Executive Committee, please contact Theresa Chavarie, MMA Manager of Member Relations & Executive Office at 1-800-452-8786 or locally at 623-8428 ext. 2211 or by e-mail at tchavarie@memun.org.