



# MISSOURI AQUARIUM SOCIETY

## MASI Councilor at Large

### Duties & Responsibilities

Responsibility is to learn the complete behind the scenes operation of MASI; view and participate in the annual planning process; observe and learn a wide range of tasks to enable stepping in at occasion of absences of chairmen or officers during scheduled events; look for opportunities to enhance the club operation and voice your opinion.

The Council is very important to the smooth operation of the club, but members don't need to involve themselves in all day to day operations. (Hopefully like Congress, but with a higher approval rating. ;) Council oversees the operation of the club, approves the finances, and makes sure MASI is flowing along smoothly both fiscally and operationally. Much of the day-to-day operation is based on the annual FORC report and budget.

The Council does not micro manage the committees. Unless the Council member is a committee head or is on a committee, the council doesn't actually do the work or approve each thing the various committees do. The Council gives committee chairs a direction, a budget, and makes sure they are doing their job for the club and sticking close to the budget provided. If they go way over budget, the Council needs to know why and approve adjustments, possibly approving new money for the committee if warranted. To facilitate this, committee chairs should report to the Council at each Council meeting either in person or via their contact person on the Council. In this way so the Council can make sure Committee Chairs are taking care of their jobs and getting any assistance they need while not actually having to do the work for them. The Council approves and oversees the implementation of new and ongoing programs. The Council is the group to whom members can come and offer new ideas, new ways to improve operations, etc. The Council then discusses and decides if the idea is feasible, if it has someone who will run it, etc. - then it is either shelved or implemented.

For dates for auctions SWAPS and any workshop/show/spring weekend - the respective committee chairs and/or their committees are responsible for picking the dates and booking the venues in a timely manner. If the Council has appointed a venue liaison, they should book through that liaison instead of doing so personally to avoid confusion and missed or dropped communications. These dates are offered to the Council and ultimately placed on the yearly public calendar as early in the year as feasible. Council will discuss and advise on things like dates. In broad strokes, Council approves almost everything the club does. Some is approved by accepting or altering the recommendations of the FORC report, and some is approved by approving the budget.

After it is decided we are having an auction, a workshop, a swap meet, etc. and the budget is approved, then the chairman of that activity has leeway to operate the auction, meeting program, swap meet, etc. within that budget. The Chairs can set what they want as long as it is within the approved budget and FORC recommendations. For example, an auction chair could not decide to have 5 auctions instead of the FORC approved 4 without coming to council.

There are things that come up that were not anticipated at the time of the FORC, for those there may be no authorization or budget allocated. This may be a charitable work we would like to support but did not allocate for, perhaps equipment needs an unexpected repair or replacement, perhaps some members want to add a new club activity such as the blackworm group purchase. These changes, since not approved or funded at the start of the fiscal year, would be considered by the Council as they come up. Council members have a responsibility to consider activities and expenditures to make sure we are meeting our charter, providing a service to our members and our community, and supporting the hobbyist and the hobby. This responsibilities include helping out and making change where it helps better serve the members. It also includes discussing things like dates even when council does not need to approve them, but to gather more input so the Committee Chairs make decisions with the best input available.