



Massachusetts Educational Opportunity Association 2025-2026 Board of Directors Nomination Form

An individual seeking office should provide their name, phone number, and position they seek to occupy. The individual seeking office must have three current MEOA members sign the form below.

Name	
Office Position	
Phone Number	

The following three MEOA members support the candidacy of the persons(s) listed above:

Name	Signature	Phone Number
Name	Signature	Phone Number
Name	Signature	Phone Number

Please return completed nomination forms to the MEOA board at meoaboard@gmail.com as soon as possible.

ELECTED POSITIONS OVERVIEW
(review positions in more detail on MEOA Website at
<http://www.meoaonline.org/>

MEOA President-Elect (3-year commitment)

- The President-Elect shall serve with the same powers as the President in the event that the President becomes incapacitated or resigns.
- They shall be the chairperson of the Association's Development Committee. The Development Committee shall be responsible for developing and implementing strategies aimed at enhancing the fiscal resources available to the Association and to educational opportunity programs.
- Each standing committee chairperson shall submit to the Board of Directors for approval a list of proposed committee members.
- Each committee shall make an annual written report of its activities and status to the Board of Directors at least 15 days prior to the date of the annual meeting and shall report at any time as requested to do so by the Board of Directors.
- The President-Elect shall be a member of the Association's Finance Committee. Finance Committee: The Finance Committee shall be responsible for monitoring all fiscal matters pertinent to the Association's activities. The Treasurer and the President-Elect shall be members of this committee along with two additional persons appointed by the President with the approval of the Board of Directors.
- The President-Elect will assist with other committees and task forces as needed.
- The President-Elect will prepare a report and send it to the Board one week before monthly meetings.
- The President-Elect will file all reports and related materials in Google Docs each month prior to the monthly meeting.

MEOA Vice President

- The Vice President shall serve with the same powers as the President-Elect in the event that the President-Elect becomes incapacitated or resigns. They shall be the chairperson of the Association's annual conference committee.
- Each standing committee chairperson shall submit to the Board of Directors for approval a list of proposed committee members.
- Each committee shall make an annual written report of its activities and status to the Board of Directors at least 15 days prior to the date of the annual meeting and shall report at any time as requested to do so by the Board of Directors.
- The Vice President will prepare a report and send it to the Board one week before monthly meetings.
- The Vice President will file all reports and related materials in Google Docs each month prior to the monthly meeting.
- The Vice President will assist with other committees and task forces as needed.

MEOA Treasurer

- The Treasurer shall represent the Association in assuring that the receipts and expenditures of funds are in accordance with the directives of the Association as defined by the Board. They shall submit a financial report prior to or at the annual meeting and such interim reports as the Board may direct. The Treasurer shall assure compliance with all federal and State non-profit organization regulations. They shall serve as a member of the Association's Finance Committee.
- The Finance Committee shall be responsible for monitoring all fiscal matters pertinent to the Association's activities. The Treasurer and the President-Elect shall be members of this committee along with two additional persons appointed by the President with the approval of the Board of Directors.
- The Treasurer will prepare a report each month and send it to the Board one week before monthly meetings.
- The Treasurer will work with the accountant to complete the association's annual taxes and other required financial documents.
- The Treasurer will file all reports and related materials in Google Docs each month prior to the monthly meeting.
- The Treasurer will assist with other committees and task forces as needed.

MEOA Secretary

- The Secretary shall have both recording and corresponding responsibilities. Upon request, the Secretary shall provide minutes to the membership. Minutes shall be provided to the Board.
- The Secretary will take roll calls, write up a summary of discussions record all motions and votes, and send the notes to the President to review, then post to the board one week before the next meeting.
- The Secretary will file all reports and related materials in Google Docs each month prior to the monthly meeting.
- The Secretary will assist with other committees and task forces as needed.

Any questions about positions should be directed to the MEOA Board at meaoboard@gmail.com.