



MASP

Maine Association of School Psychologists 主 紐 英 美 學 界 聯 會

Committee Chair Toolkit

Compiled July 2013

Updated August 2020

Thank you for volunteering to be a Committee Chair and helping to continue the work of MASP. MASP strives to promote the highest standards of ethics, current best practices of school psychology, up-to-date information and advocacy opportunities, opportunities for professional development in the educational community, communication with other professional organizations, as well as networking and strengthening of the school psychology community in Maine.

This toolkit is provided for you to attempt to make your service to MASP more efficient and effective. We have tried to provide all of the information that you need in this document. However, if you have any questions, don't hesitate to contact me – maineasp@gmail.com

I look forward to seeing the goals you set for your committees for the year and working with you to reach them!

Sincerely,

Ruth Crowell

President

Maine Association of School Psychologists

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MASP Organizational Structure

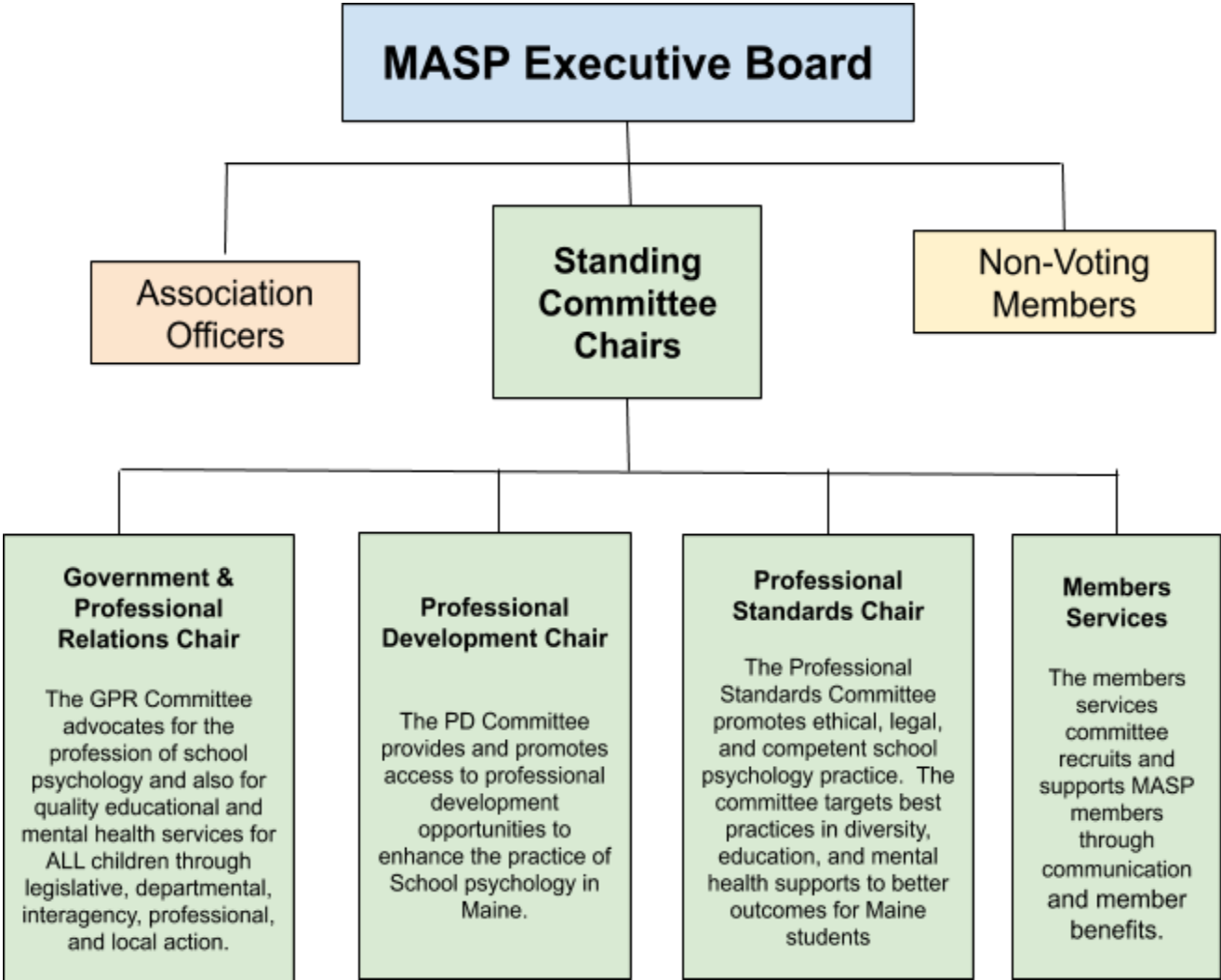
MASP Calendar of Recurring Tasks

Committee Goal Setting and Planning Template

MASP ORGANIZATIONAL STRUCTURE

Standing Committee Structure

August 2020



MASP CALENDAR OF RECURRING TASKS

Ongoing:

- Meetings should be posted on the MASP website calendar.
- Minutes should be taken at each meeting
- ANY approved minutes of meetings should be sent to the webmaster to be posted on the website after ANY committee meeting within a timely manner.
- Any committee actions related to goals, policies, or expenditures must be approved by the executive board.
- Attend all Executive Board meetings.
- Provide updated information monthly prior to the Executive Board meeting through the consent agenda.

July

- Fiscal Year begins - July 1
- Membership Year begins - July 1
- Committee chairs submit next year's goals to President or President-elect
- Officers and Committee Chairs begin their service

October

- Fall Conference

November

- MASP Annual Meeting

April

- Spring Conference

June

- Executive Board Retreat

Bi-Annually:

May

- President Nominations
- President or President-elect appoints officers

June

- President elections

COMMITTEE GOAL SETTING AND PLANNING EXAMPLE

Committee:

Goal Due:

Action Plan:

Goal:			
<i>Specific Description of Goal</i>	<i>Describe Current & Desired Future Outcome (measureable, achievable)</i>	<i>Timeframe for Goal</i>	<i>Measurement (Device for Determining Outcome)</i>
Needed Activities to Accomplish Goal (Example):			
<i>Specific Description of Activity</i>	<i>Measurement Outcomes</i>	<i>Timeframe</i>	<i>Person Responsible</i>