



Massachusetts Bay Railroad Enthusiasts, Inc.

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OVERVIEW – MASS BAY RRE OFFICERS & DIRECTORS

The Board of Directors of the Massachusetts Bay Railroad Enthusiasts consists of 11 voting members, including the President, Vice President, Secretary, Treasurer and 7 Directors. There is also one Alternate Director, who participates in Board meetings and may vote in the absence of a Director. The President, Vice President, Secretary, Treasurer, and 4 Directors are elected by the membership in even-numbered years; the remaining 3 Directors and the Alternate Director are elected in odd-numbered years. The term of office is two years, commencing with the first Board meeting following the election of officers.

The Board governs the overall execution of the organization's operation. Principally, the Board's duties are to manage organizational finances and set long-term priorities for the club's activities, including but not limited to the development of train excursions, meeting programs, preservation grants and the club newsletter. Overall, the members of the Board contribute the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year excellence for Mass Bay RRE's mission.

Board Member responsibilities include attendance at regular board meetings, as well as occasional teleconference meetings and active electronic conversations (email) as part of Board committees. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. Board members may be removed for consistent nonattendance.

The **President** is the chief executive officer of Mass Bay RRE. Generally, the President presides at all membership meetings and all meetings of the Board of Directors.

The **Vice President's** duties are to assist the President in the conduct of the office. In the President's absence, the Vice President will preside at membership meetings or meetings of the Board of Directors.

The **Treasurer**, subject to the supervision and control of the Board of Directors, has general charge of the financial concerns of the Corporation and the care and custody of club's funds. One of the Treasurer's primary responsibilities is the maintenance of the Corporation's account books (currently in Quickbooks).

The **Secretary** is responsible for recording and maintaining the minutes of the meetings of the members and the Directors, and for conducting the corporation's correspondence. The Secretary shall be considered the Clerk of the Corporation for all purposes under Massachusetts law.

Declaration of Candidacy

Board positions require a commitment of time and energy that is not overwhelming but should not be underestimated. Candidates are urged to consider their personal priorities for the next few years as well as the ways in which they can contribute to the governance and operation of the organization.

Time and other considerations

- Members are expected to attend Board meetings, which are generally held 6 times per year, on the first Tuesday of even-numbered months, from 7:30 to 9:30 PM. Board meetings are held by Zoom video conference; members may also call in by telephone.
- Board members are expected to actively participate in the Board's discussion.
- Committee Work: Board members are expected to participate in at least 1 committee (Trip Committee, Program Committee, Award Committee, Membership Committee, Audit Committee, Show Crew) and are discouraged from joining more than 3 committees
- Annual Meeting – held on the third Thursday in November.
- Board members must maintain active membership status during their term.
- As with any non-profit Board, members are encouraged to fully participate in the club's activities and to support the club financially to the extent possible. However, no candidate will be denied nomination or consideration on the basis of their financial circumstances.

To apply:

- Submit the Board Application/Declaration of Candidacy (page 2 of this document) to: Nominating Committee, Mass Bay Railroad Enthusiasts, P.O. Box 4245, Andover, MA 01810-0814. You may also submit the application by email to: trips@massbayrre.org or complete the application on-line at www.massbayrre.org.
- Copies of the application will be distributed to the nominating committee and will aid in understanding how you would like to contribute to Mass Bay RRE's work. The Nominating Committee may choose to interview candidates by telephone or video conference.