



Minnesota Association of Credit Specialists Farm Service Agency District Representatives Guide



Responsibilities & Duties

1. Serve as the local contact for your area regarding Association activities.

As the local contact make sure that all members and potential members know who you are and what your duties are. Ensure that you understand the functions of the Association, the positions taken, and opportunities for members/potential members.

2. Advise Executive Committee on issues/concerns/feedback from your area.

Listen to employees at every opportunity to determine what issues or concerns are most important in your area and how MACS is or should be responding to these. Contact members/potential members to encourage input on issues and concerns. Provide feedback from your area to the Executive Committee on actions taken on behalf of the Association.

3. Recruit/Retain members in your area.

Review the different categories of membership and what the dues and process for joining are as posted at the MACS web site. Contact non-members and encourage them to join and become full participating members. Contact past members to ensure that renewal dues are paid timely. Report results to the Executive Committee.

4. Assist in recruitment of members for Association activities.

Assist in the recruitment of members for attendance at Zone Meeting, FMA, National Meeting and the MACS Annual meeting. Attend as many of these events as possible yourself. Also assist in locating willing volunteers for MACS Committee assignments and other special assignments as may be necessary.

5. Participate in the selection/confirmation of the NACS/NASE State Contact.

Following the election of officers at the annual meeting, the newly elected President will nominate an individual to serve as State Contact for either NACS or NASE dependent on which affiliation the MACS President is. The entire Board must vote to confirm this selection.

6. Approve the budget.

Following the MACS annual meeting the treasurer will prepare a proposed budget for the upcoming MACS fiscal year (Oct. 1-Sept. 30) which will then be reviewed and voted on by the Board.