

MAINE WELFARE DIRECTORS ASSOCIATION



July 2007- June 2008

MWDA ADMINISTRATIVE GUIDE

July 2007- June 2008
MWDA Administrative Guide

President: Vicky Edgerly

1st Vice President: Rene Daniel

2nd Vice President: Cathy McDermott

Treasurer: Linda Fossa

Secretary: Dot Meagher

Immediate Past President: Darryl McKenney

Past President: Stacey Parra

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President's Message

Purpose and Use of Administrative Guide

The purpose of this guide is to provide each executive committee member with administrative guidance and information regarding our by-laws, organizational structure, procedures and the duties/responsibilities of holding an executive committee position.

While the guide is intended to be as complete as possible, you should realize that it does allow for creative growth in which to better serve our membership and the people we are trying to serve.

It will be necessary to review the calendar of events and your position description monthly to insure that all activities requiring your input/action will be accomplished.

Mission Statement

Our mission is to:

- Establish and promote equitable, efficient and standardized administration of General Assistance.
- Encourage the professional development, growth, and knowledge base of those who administer General Assistance.
- Advocate for the municipalities and the people that we serve.
- Actively promote and present our program needs to the Legislature and public by creating a greater awareness of the importance and the benefits of equitable, efficient and standardized General Assistance administration.

I. Executive Committee

Roster 2007-2008

President: Vicky Edgerly
Town of Biddeford
205 Main Street
Biddeford, ME 04005
207-284-9514
vedgerly@biddefordmaine.org

1st Vice President: Rene Daniel
City of Westbrook
2 York Street
Westbrook, ME 04092
207-854-6843
rdaniel@westbrookhousing.org

2nd Vice President: Cathy McDermott
Town of Sanford
919 Main Street
Sanford, ME 04073
207-324-9110
cljohnson@sanfordmaine.org

Treasurer: Linda Fossa
City of Waterville
One Common Street
Waterville, ME 04901-6699
207-873-7131
lfossa@waterville-me.gov

Secretary: Dot Meagher
City of Auburn
60 Court Street, Ste. 420
Auburn, ME 04210
207-333-6600 ext. 1412
dmeagher@ci.auburn.me.us

Membership:

Mary Frances Bartlett
City of Augusta
16 Cony Street
Augusta, ME 04330
207-626-2300
mary.bartlett@augustamaine.gov

Shawn Yardley
Bangor Health & Welfare Department
103 Texas Avenue
Bangor, ME 04401
207-992-4531

Gino Camardese
Town of Sabattus
PO Box 190
Sabattus, ME 04280
207-375-4331
gcamardese@sabattus.org

Immediate Past President:

Darryl McKenney
Town of Waldoboro
1600 Atlantic Highway
PO Box J
Waldoboro, Maine 04572
207-832-5369
assessor@waldoboromaine.org

Past President:

Stacey Parra
Town of Rockport
PO Box 10
Rockport, ME 04856-0010
207-236-0806
executivesecretary@town.rockport.me.us

**MWDA
Meeting/Training Calendar 2007-2008**

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>
October 3-4, 2007	Wed & Thursday	All Day	MMA Convention-Meeting	Augusta Civic Center
November 15, 2007	Thursday	All Day	Basic GA Workshop	Augusta City Hall
December 20, 2007	Thursday	All Day	Membership/Committee Meetings-Holiday Party	Augusta City Hall
January 17, 2008	Thursday	All Day	Certification Training	Westbrook Housing Authority
February 21, 2008	Thursday	All Day	Basic GA Workshop	Augusta City Center
March 20, 2008	Thursday	All Day	Membership/Committee Meetings/Training	TBD
April 17, 2007	Thursday	All Day	Certification Training	Bangor TBD
May TBD			Spring Training Seminar	TBD
June 19, 2008	Thursday	All Day	Board Organizational Meeting	TBD
September TBD			Membership & Committee Kickoff Meetings	TBD

(All dates/locations are subject to change. Please refer to MWDA's website for changes)

Goals 2007-2008

Executive Committee

- Manage the association
- Review and revise duties of the Executive Committee as needed
- Record and submit minutes of all meetings
- Executive Committee and Legislative Committee to work together to develop and establish collaborative partnerships with other stakeholders to achieve the Association's mission
- To take the leadership role in promoting the Association's membership and to monitor policy changes in order to achieve the Association's mission
- To review the points of the attendance policies for the Executive Board and Committees and to enforce the policy

Legislative Committee

- Monitor the Legislative bills
- Determine which bills may have impact on the Association
- Take appropriate action
- Record and submit minutes of all meetings
- Schedule training session for the first meeting of each year to learn about the legislative process
- Develop a system and procedure for tracking legislation and communicating to membership (ex. Paid Legislative Liaison)

Professional Development Committee (Certification Committee)

- Encourage the professional growth of MWDA members
- Prepare the training calendar and coordinate speakers and programs
- Encourage and train members to become certified
- Record and submit minutes of all meetings
- Promote the Maine Welfare Directors Association and the benefits of membership
- Educate the Public about General Assistance and the appreciation of General Assistance
- Pursue interactive communications for membership meetings and trainings

Nominating/Membership Committee

- Promote and encourage membership
- Keep association members informed by producing a quality newsletter
- Encourage members to run for office
- Nominate a slate of officers for the coming year
- Record and submit minutes of all meetings
- Promote, encourage and recruit membership
- Develop a mentoring program
- Complete a membership drive
- Review the membership dues structure

Finance Review Committee

- Review the Association's finances
- Budget review
- Record and submit minutes of all meetings

Calendar of events

Each Month

- Review all Correspondence
- Review expenses and accounts receivable
- Promote MWDA
- Attend committee meetings as scheduled
- Make revisions to Admin Guide and distribute as necessary
- Recruit new members
- Newsletter editor responsible for collecting articles for newsletter

July

- Organizational Meeting-Mandatory attendance for all outgoing and incoming executive board members. The by-laws, admin guide, Roberts Rules and committee tasks shall be reviewed. The finance review committee will be selected and committee chairs will begin selecting their committee members.
- Membership dues to be paid
- All committee members to be selected
- Professional Development Committee to meet and prepare agenda for Kick-off meeting

August

- Newsletter editor responsible for collecting articles for newsletter
- Legislative Committee to meet to review GA law and legislative bills (if necessary)
- Mail or disburse September's agenda, financials and minutes to membership
- Finalize program for MMA Convention

September

- Attend executive board meeting and committee meeting
- Review by-laws
- Kick-off meeting/training for all members
- Newsletter to be published
- Professional Development Committee to prepare agenda for December's meeting.
- Newsletter editor responsible for collecting articles for newsletter
- Membership Committee needs to recruit members and review

- membership dues/ mailing list
- Prepare for October Certification Training

October

- MMA annual convention
- Certification training
- Newsletter editor responsible for collecting articles for newsletter
- Start planning for spring seminar
- Review committee Minutes
- Mail or disburse October's agenda financials and minutes to membership
- Finance/Executive Board meets for budget process

November

- Basic GA workshop
- Newsletter to be published
- Legislative review meeting (if needed)
- Finalize plans for December meeting
- Mail or disburse December's agenda, financials and minutes to membership

December

- Membership/Training Christmas Party
- Membership Committee needs to recruit members and review membership dues/ mailing list
- Review Legislative actions/bills
- Review committee Minutes
- Publish newsletter

January

- Professional Development Committee to prepare agenda for March's meeting.
- Spring seminar location to be selected

February

- Membership committee to search for slate of officers for the coming year
- Spring seminar agenda to be finalized
- Mail or disburse March's agenda, financials and minutes to membership
- Basic GA training

March

- Executive Board Meeting
- Mail registration forms for spring seminar, financials and minutes to membership
- GA certification training
- Review committee Minutes
- Publish newsletter

April

- Publish newsletter
- Last minute tasks for spring seminar
- Slate of officers finalized
- Professional Development Committee start preparing for MMA convention
- Prepare and finalize membership training/meeting for June

May

- Spring Seminar
- Review Service Agreement with MMA and vote on it at next meeting
- Review committee Minutes

June

- Finalize agenda for MMA convention
- Finalize any projects
- Review committee Minutes
- Membership training/meeting

Executive Committee

Duties

The Executive Committee shall consist of ten (10) members who are: the President, 1st and 2nd Vice presidents, Treasurer, Secretary, the two immediate Past Presidents and three regular members of the Association to be elected from the floor at the Annual Spring Seminar. The Executive Committee shall review and make recommendations regarding financial and policy issues, by-laws and the Maine Municipal Association Service Agreement. The Executive Committee shall meet no less than three times per year, beginning with an organizational meeting in summer of each year.

The Executive Committee shall meet as necessary at the request of the President to transact any necessary business of the Association and make recommendations or reports to the membership. A quorum of the Executive Committee must be present to transact any business. Five members shall constitute a quorum.

The Executive Committee will approve the final draft of the Association newsletter before sending to print. A majority vote will be accepted.

- VACANCIES. A vacancy in any office occurring between annual meetings shall be filled until the next annual meeting by a regular member appointed by the President, subject to the approval of the Board of Directors. In the event that the President resigns, the 1st Vice President shall become President.
- REMOVAL. If any member of the Board of Directors or Officer fails to attend three (3) consecutive regular monthly meetings without good cause, his or her office shall be considered vacant and the President shall appoint a member to fill the vacancy.

Chapter II

OFFICERS

Roster

Roster 2007-2008

President: Vicky Edgerly
Town of Biddeford
205 Main Street
Biddeford, ME 04005
207-284-9514
vedgerly@biddefordmaine.org

1st Vice President: Rene Daniel
City of Westbrook
2 York Street
Westbrook, ME 04092
207-854-6843
rdaniel@westbrookhousing.org

2nd Vice President: Cathy McDermott
Town of Sanford
919 Main Street
Sanford, ME 04073
207-324-9110
cljohnson@sanfordmaine.org

Treasurer: Linda Fossa
City of Waterville
One Common Street
Waterville, ME 04901-6699
207-873-7131
lfossa@waterville-me.gov

Secretary: Dot Meagher
City of Auburn
60 Court Street, Ste. 420
Auburn, ME 04210
207-333-6600 ext. 1412
dmeagher@ci.auburn.me.us

OFFICERS

Section 1. The officers of the Association shall be the President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. These officers shall be elected to one-year terms at the Annual Spring Seminar. Term of office shall commence on July 1st. The Nominating/ Membership Committee shall nominate one or more candidates for election to each of the offices and obtain the consent of the nominees to serve if elected. The regular membership may also nominate candidates. Only regular members whose dues are current are eligible to run for office.

Section 2. Voting for the candidates shall be conducted by means of a written ballot or by a show of hands at the direction of the President. In instances of more than one candidate for an office, the candidate receiving the majority of votes shall be declared elected. Only regular members who are present and whose dues are current are eligible to cast a vote.

Section 3. Vacancies occurring before the Annual Meeting shall be filled until the next annual meeting by a regular member appointed by the President, subject to the approval of the Executive Board. The following are the exceptions: In the case of a vacancy in the Presidency, the 1st Vice President shall become President and shall serve until the end of the term. In the case of a vacancy in the office of the 1st Vice President, the 2nd Vice President shall become 1st Vice President and shall serve until the end of the term.

Section 4. If any Officer or member of the Executive Board fails to attend three (3) consecutive regular monthly meetings without good cause, as determined by the Executive Board, his/her office shall be considered vacant and the President shall appoint a member to fill the vacancy. If a member of any committee fails to attend three (3) consecutive Committee meetings without good cause, as determined by the Committee Chair and President, his/her position shall be considered vacant and the Committee Chair shall appoint a member to fill the vacancy.

OFFICERS' DUTIES

Duties of the Officers. The duties of the officers shall be the usual duties of their respective offices necessary to fulfill the general purposes of the Association. They will be required to maintain permanent records of their office. Their duties include, but are not limited to:

1. The President:

The President shall be the executive officer of the Association and shall be its official spokesperson and representative. The President is responsible for all activities, decisions and policies of the Association during his or her tenure. This position shall direct the Officers and ensure their efforts fill the needs of the membership. He/she shall co-chair the Association's Legislative Committee with the Immediate Past President. The President shall also be a member of the Professional Development committee.

The President shall attend, in person, the following meetings, or, if unable to do so, shall ensure the personal attendance of a MWDA Officer or member of the Board of Directors who shall act as the MWDA presidential designee.

- All MMA Advisory Committee meetings, and all meetings of standing or ad-hoc subcommittees of the Advisory Committee that may be called for the purpose of organizing programs and events at the MMA Annual Convention when MWDA is presenting a program at such a Convention;
- Any meeting of the MMA Legislative Policy Committee, the agenda for which includes issues related to the Association's interests;
- All meetings called by a Joint Standing Committee of the Legislature, a subcommittee of such a Committee, or a legislative-convened Commission or Working Group, when a MWDA representative has been invited or is otherwise expected to attend; and
- Any other meeting or conference for which formal MWDA participation is deemed necessary or appropriate by the Board of Directors.

Other Presidential duties include:

- Chair of the Board of Directors, and therefore responsible for preparing an agenda for each meeting and work in cooperation with the Professional Development Committee.
- Presides at all meetings and conventions of the Association.
- Assigns specific tasks for the various committees as deemed necessary, and evaluates the effectiveness of all committees.
- Assigns special committees as necessary.
- Purchases Spring Seminar Gifts

- Website Responsibilities – approves all additions to the website except what is produced with MMA
- Directs and leads the elected officers as required to fulfill the Association's needs.
- Is empowered to make decisions necessary to the day-to-day needs of the Association between Board of Directors meetings.
- Shall receive all committee reports and take appropriate action on any recommendations made.
- Is responsible for providing direction to MMA representative in relation to the needs of the Association.
- Ensures there is a coordination of all activities concerning the Association's Spring Seminar and activities at the MMA Annual Convention
- Presides as co-chair of the Legislative Committee, and ensures MWDA attendance at Legislative Committee meetings and Legislative floor debates that relate to the Association's interests.

2. The First Vice-President:

The First Vice President shall be responsible for the professional growth of the Association and its members. He/she shall serve as chairperson of the Association's Professional Development Committee. The First Vice-President shall also be a member of the Legislative Committee.

- Assists the President in the performance of his or her prescribed duties or other tasks assigned by the President.
- Shall preside at meetings and/or conventions in the absence of the President, or at the request of the President.
- Ensures that the actions of the Association conform to its by-laws.

3. The Second Vice-President:

The Second Vice President shall be responsible for promoting and encouraging membership in the Association. He/she shall serve as chairperson of the Association's Nominating/Membership Committee and as Editor of the Association's Newsletter which shall be published no fewer than three times a year. The Second Vice President shall be a member of the Professional Development Committee.

- Assists the President in the performance of his or her prescribed duties or other tasks as assigned by the President.
- Shall preside at meetings and/or conventions at the request of the President.
- Performs other duties as assigned by the President.
- Gathers information for publication of the quarterly newsletter.
- Chair of the Certification Subcommittee.
- Report the results of Certification to the Secretary.

4. Treasurer:

The Treasurer shall approve all funds received and disbursed by the MMA Representative on behalf of the Association. He/she shall serve as chairperson of the Finance Review Committee. MMA will maintain the Association's banking accounts; provide monthly financial reports for review by the Treasurer and President and a year-end financial report for the Annual Meeting. The Treasurer shall present an itemized monthly and year-end report to the membership for approval.

The Treasurer:

- Oversees the receipt and accounting of all income and expenditures of the Association.
- Reviews, clarifies and submits an itemized monthly financial report to the membership.
- Monitors the receipt of membership dues.
- Receives from MMA names of members for mailing lists.

- Responsible for year-end financial report for year ending June 30th on, or not later than, the September MWDA meeting.

5. Secretary:

The Secretary or designee shall record the minutes of the Association's meetings. He/she shall be responsible for ensuring that files containing agendas, minutes, financial reports, membership, by-laws and any other pertinent information are maintained. The secretary shall assist the President and officers with the Association's correspondence, phone calls and other tasks as requested.

The Secretary:

- Shall maintain a file containing all agendas, minutes, Treasurer's reports and any other pertinent information and provide for the review of the Executive Committee.
- Shall be responsible for recognizing any noteworthy events.
- Shall be responsible for writing thank you letters for speakers and vendors.
- Shall be responsible for sending certification correspondence.
- Shall be responsible for taking attendance at all meetings/trainings.

6. Immediate Past President:

The Immediate Past President shall co-chair the Legislative Committee with the President. The Immediate Past President shall also serve as a mentor to the executive board and to the association's members.

7. Past President:

The Past President shall be a member of the Legislative Committee. The Past President shall also serve as a mentor to the executive Board and to the association's members.

CHAPTER III.

COMMITTEES

Legislative Committee Roster

The President and Immediate Past President Chair the Legislative Committee.

Vicky Edgerly, Co-Chair

Darryl McKenney, Co-Chair

Professional Development Committee Roster

The First Vice President chairs the Professional Development Committee.

Rene Daniel, Chair

Sub-Committee – Certification Committee Roster

The Second Vice President chairs the Certification Subcommittee.

Cathy McDermott, Chair

Nominating Membership Committee Roster

The Second Vice President chairs the Nominating Membership Committee.

Cathy McDermott, Chair

Finance Review Committee Roster

The Treasurer chairs the Finance Review Committee.

Linda Fossa, Chair
Health and Welfare Director
City of Waterville
One Common St.
Waterville, ME 04901-6699
207-873-7131
lfossa@waterville.me.us

Committee Description/Duties

The President shall appoint all committees deemed necessary to conduct business of the Association. All committees shall keep attendance and written minutes of each meeting and report at meetings. These committees shall include, but are not limited to, the following:

- A. Nominating/Membership Committee. The committee shall be responsible for nominating officers and promoting and encouraging membership in the Association. This committee shall coordinate, publish and distribute the newsletter no fewer than three times a year. The 2nd Vice-President shall serve as the chairperson of the Nominating/Membership Committee. The committee shall consist of at least a Past President and at least two regular members of the Association.
- B. Professional Development Committee. This committee shall provide for continuing education of the membership through guest speakers at regular meetings, at the Annual Spring Seminar and the Fall MMA Convention, and through the development of professional affiliations and promotion of the profession of General Assistance administration. The 1st Vice-President shall serve as the chairperson of this committee; the committee shall consist of at least the current President, Second Vice President and at least two regular members of the Association. A subcommittee of the professional development committee shall be the Certification committee.
 1. Certification Committee. A Certification Program has been developed to promote and recognize individual professional achievement. The certification committee and the professional development committee shall review all applications. The Committee shall offer at least two certification trainings per year. The Committee will establish and maintain a procedure to ensure that certification trainers are certified and they will maintain a roster of trainers for the Association. The Second Vice President will chair the Certification-Subcommittee. The chair of the Committee will report all results of Certification to the Secretary.
- C. Legislative Committee. The committee shall be responsible for reviewing and proposing legislation affecting the administration of General Assistance and notifying the members of pertinent legislation, public hearings, and work sessions whenever possible. Proposed legislation will be presented for a vote at the next regular meeting of the Association. The President shall serve as co-chairperson of this committee with the Immediate Past President. The committee shall also consist of the Past President and First Vice President and at least two regular members of

the association. The Chair of the Committee will be responsible for setting up a training for the Legislative Committee members for the first meeting of each year on the Legislative Process.

- D. Finance Review Committee. The committee shall prepare the Budget prior to September and review the Budget of the Association as needed. The committee shall be responsible for reviewing and approving written requests for reasonable and necessary expenditures. The committee will require verification of all expenditures before issuing authorization for payment to the treasurer. The Treasurer shall serve as chairperson of this committee. The committee shall consist of any three members of the Board of Directors excluding the President of the Association. The committee shall meet each year to go over the budget process.

CHAPTER IV
MWDA CERTIFICATION
PROGRAM

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION IN GENERAL ASSISTANCE REGULATION

APPLICATION

EITHER THE APPLICANT OR THE MUNICIPALITY MUST BE A MEMBER OF MWDA

Name: _____

Title: _____

GA Administrator/Welfare Director

Eligibility Specialist/Caseworker

Municipality: _____

Telephone: _____

Length of Service

in GA Position: _____

CERTIFICATION IS VALID FOR THREE (3) YEARS FROM THE APPROVAL DATE.

ALL REQUIREMENTS MUST BE COMPLETED DURING THE MOST RECENT

CONSECUTIVE THREE (3) YEAR PERIOD.

APPLICANT IS RESPONSIBLE TO PROVIDE DOCUMENTATION THAT ALL
REQUIREMENTS HAVE BEEN SUCCESSFULLY COMPLETED.

MANDATORY REQUIREMENTS

**THE TRAINING IS TO BE CONDUCTED BY THE MAINE WELFARE DIRECTORS'
ASSOCIATION AND/OR THE STATE OF MAINE DEPARTMENT OF HUMAN
SERVICES AND THE MAINE MUNICIPAL ASSOCIATION.**

Date

1. 22 MRSA 4301 et seq. _____

2. MMA Model General Assistance Ordinance _____

3. Maine DHS General Assistance Policy _____

* In order to become re-certified, applicant is required to attend at least one MWDA sponsored training annually in the two years prior to applying for re-certification.

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION IN GENERAL ASSISTANCE REGULATION

CERTIFICATION GUIDELINES

I. Introduction

As reflected in the by-laws of the Maine Welfare Directors' Association, the purpose of this certification in General Assistance Regulation is as follows:

- A. to establish and promote equitable, efficient and standardized administration of General Assistance, and**
- B. to encourage the professional development of Welfare Directors/GA Administrators and Eligibility Specialists/Caseworkers, and**
- C. to provide and exchange information which will improve the administration of General Assistance.**

II. Philosophy

The General Assistance Program is grounded in the philosophy that a fundamental role of government is to provide a safety net to protect the health and well being of all citizens in our community. The General Assistance Program is administered according to standards and rules established by state regulations, laws and municipal ordinance.

III. Certification Procedure

A. How will the certification process work?

Members of the Professional Development and Certification Committees will review each application and approve or deny. Once the application has been reviewed a notice will be sent to the applicant. If the application is approved, a letter of recognition will be sent to the recipient, and to the recipient's city/town. All of those receiving certificates will have their original certificate awarded at the Spring Seminar.

B. Who should apply?

Any individual who is a member of MWDA or whose municipality is a member of MWDA.

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION IN GENERAL ASSISTANCE REGULATION

CERTIFICATION GUIDELINES

C. What criteria will be used as the basis for certification?

To become certified the applicant must submit an application form with:

1. A copy of the MWDA membership card or other proof of current membership.
2. Supporting documentation showing that all requirements have been successfully completed. Certificates must be attached and in the order in which they appear on the application.

APPLICANT MUST ATTEND EACH TRAINING IN ITS ENTIRETY IN ORDER TO BECOME CERTIFIED.

A. MANDATORY REQUIREMENTS

1. **MUNICIPAL GENERAL ASSISTANCE LAW:** Applicant is required to attend training on M.R.S.A. Title 22. Training covers Laws (General Assistance) of the State of Maine which pertain to municipalities.
2. **MUNICIPAL ORDINANCE:** Applicant is required to attend training on the Municipal Ordinance. Using the MMA Model Ordinance, training covers the ordinance and how to apply it to your municipality.
3. **MAINE DEPARTMENT OF HUMAN SERVICES G. A POLICY:** Applicant is required to attend training on DHS/GA Policy. Training covers DHS Policy as it relates to G.A.

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION IN GENERAL ASSISTANCE REGULATION

CERTIFICATION GUIDELINES

CERTIFICATION IS VALID FOR THREE (3) YEARS FROM THE APPROVAL DATE.

THIS APPLICATION MUST BE ACCOMPANIED BY PROOF OF COMPLETION OF MANDATORY REQUIREMENTS.

CERTIFICATES MUST BE ATTACHED AND IN THE ORDER IN WHICH THEY APPEAR ON THE APPLICATION.

Please send copies, we cannot be responsible for the loss of original documents.
All applications must be typed (or printed with block letters).

PLEASE SEND TO:

JOAN KISZELY
MAINE WELFARE DIRECTORS' ASSOCIATION
PROFESSIONAL DEVELOPMENT COMMITTEE
MAINE MUNICIPAL ASSOCIATION
60 COMMUNITY DRIVE
AUGUSTA MAINE 04330

MAINE WELFARE DIRECTORS' ASSOCIATION

RE-CERTIFICATION IN GENERAL ASSISTANCE REGULATION

APPLICATION

EITHER THE APPLICANT OR THE MUNICIPALITY MUST BE A MEMBER OF MWDA

Name: _____

Title: _____

GA Administrator/Welfare Director
Eligibility Specialist/Caseworker

Municipality: _____

Telephone: _____

Length of Service
in GA Position: _____

RE-CERTIFICATION IS VALID FOR THREE (3) YEARS FROM THE APPROVAL DATE.

ALL REQUIREMENTS MUST BE COMPLETED DURING THE MOST RECENT
CONSECUTIVE THREE (3) YEAR PERIOD.

APPLICANT IS RESPONSIBLE TO PROVIDE DOCUMENTATION THAT ALL
REQUIREMENTS HAVE BEEN SUCCESSFULLY COMPLETED.

MANDATORY REQUIREMENTS

THE TRAINING IS TO BE CONDUCTED BY THE MAINE WELFARE DIRECTORS' ASSOCIATION
AND/OR THE STATE OF MAINE DEPARTMENT OF HUMAN SERVICES AND THE MAINE
MUNICIPAL ASSOCIATION.

Date

1. 22 MRSA 4301 et seq. _____

2. MMA Model General Assistance Ordinance _____

3. Maine DHS General Assistance Policy _____

4. MWDA Sponsored Training _____

MAINE WELFARE DIRECTORS' ASSOCIATION

RE-CERTIFICATION IN GENERAL ASSISTANCE REGULATION

RE-CERTIFICATION GUIDELINES

I. Introduction

As reflected in the by-laws of the Maine Welfare Directors' Association, the purpose of this re-certification in General Assistance Regulation is as follows:

- A. to establish and promote equitable, efficient and standardized administration of General Assistance, and**
- B. to encourage the professional development of Welfare Directors/GA Administrators and Eligibility Specialists/Caseworkers, and**
- C. to provide and exchange information which will improve the administration of General Assistance.**

II. Philosophy

The General Assistance Program is grounded in the philosophy that a fundamental role of government is to provide a safety net to protect the health and well being of all citizens in our community. The General Assistance Program is administered according to standards and rules established by state regulations, laws and municipal ordinance.

III. Re-Certification Procedure

A. How will the re-certification process work?

Members of the Professional Development and Certification Committees will review each application and approve or deny. Once the application has been reviewed a notice will be sent to the applicant. If the application is approved, a letter of recognition will be sent to the recipient and the recipient's city/town. All of those receiving certificates will have their original certificate awarded at the Spring Seminar.

MAINE WELFARE DIRECTORS' ASSOCIATION

RE-CERTIFICATION IN GENERAL ASSISTANCE REGULATION

RE-CERTIFICATION GUIDELINES

A. Who should apply?

Any individual who is a member of MWDA or whose municipality is a member of MWDA and has been previously certified.

B. What criteria will be used as the basis for re-certification?

To become re-certified, the applicant must submit an application form with:

1. A copy of the MWDA membership card or other proof of current membership.
2. Supporting documentation showing that all requirements have been successfully completed. Certificates must be attached and in the order in which they appear on the application.

APPLICANT MUST ATTEND EACH TRAINING IN ITS ENTIRETY IN ORDER TO BECOME RE-CERTIFIED.

A. MANDATORY REQUIREMENTS

1. **MUNICIPAL GENERAL ASSISTANCE LAW:** Applicant is required to attend training on M.R.S.A. Title 22. Training covers Laws (General Assistance) of the State of Maine which pertain to municipalities.
2. **MUNICIPAL ORDINANCE:** Applicant is required to attend training on the Municipal Ordinance. Using the MMA Model Ordinance, training covers the ordinance and how to apply it to your municipality.
3. **MAINE DEPARTMENT OF HUMAN SERVICES G. A POLICY:** Applicant is required to attend training on DHS/GA Policy. Training covers DHS Policy as it relates to G.A.

MAINE WELFARE DIRECTORS' ASSOCIATION

RE-CERTIFICATION IN GENERAL ASSISTANCE REGULATION

RE-CERTIFICATION GUIDELINES

4. **MWDA SPONSORED TRAINING**: Applicant is required to attend at least one MWDA sponsored training annually in the two years prior to applying for re-certification.

RE-CERTIFICATION IS VALID FOR THREE (3) YEARS FROM THE APPROVAL DATE.

THIS APPLICATION MUST BE ACCOMPANIED BY PROOF OF COMPLETION OF MANDATORY REQUIREMENTS.

CERTIFICATES MUST BE ATTACHED AND IN THE ORDER IN WHICH THEY APPEAR ON THE APPLICATION.

Please send copies, we cannot be responsible for the loss of original documents.
All applications must be typed (or printed with block letters).

PLEASE SEND TO:

JOAN KISZELY
MAINE WELFARE DIRECTORS' ASSOCIATION
PROFESSIONAL DEVELOPMENT COMMITTEE
MAINE MUNICIPAL ASSOCIATION
60 COMMUNITY DRIVE
AUGUSTA MAINE 04330

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION AS A WELFARE DIRECTOR/GA ADMINISTRATOR

APPLICATION

APPLICANT MUST SERVE AS THE MUNICIPALITY'S
WELFARE DIRECTOR/ GA ADMINISTRATOR
AND MUST BE A MEMBER OF MWDA

Name: _____

Title: _____

Municipality: _____

Length of Service as Welfare
Director/GA Adm: _____

Telephone: _____

CERTIFICATION IS VALID FOR THREE (3) YEARS FROM THE APPROVAL DATE.
APPLICANT IS RESPONSIBLE TO PROVIDE DOCUMENTATION THAT ALL REQUIREMENTS
HAVE BEEN SUCCESSFULLY COMPLETED.

A. MANDATORY REQUIREMENTS

THE TRAINING IS TO BE CONDUCTED BY THE MAINE WELFARE DIRECTORS' ASSOCIATION
AND/OR THE STATE OF MAINE DEPARTMENT OF HUMAN SERVICES AND THE MAINE
MUNICIPAL ASSOCIATION.

Date

1. **22 MRSA 4301 et seq.** _____
(Once in the 3 year period that precedes this application date)
2. **MMA Model General Assistance Ordinance** _____
(Once in the 3 year period that precedes this application date)
3. **Maine DHS General Assistance Policy** _____
(Once in the 3 year period that precedes this application date)
4. **Applicant must have attended either the
MMA Fall Convention (GA Program) or
MWDA Spring Seminar (1 day)** (each year
in the 3 year period that precedes this
application date) **and a total of four
additional MWDA sponsored trainings/
meetings.** (in the 3 year period preceding this application date) _____
5. **Applicant must have served on at least one
MWDA Committee for each of the three
years preceding the application and met the
attendance requirements.** _____
6. **The municipality must be in compliance
with the most recent DHS Audit** _____

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION AS A WELFARE DIRECTOR/GA ADMINISTRATOR

APPLICATION

B. OPTIONAL REQUIREMENTS

Applicant must meet at least two (2) of the following six (6) requirements

- | | Date |
|---|-------------|
| 1. Serve on a committee/task force/advisory board related to GA, its administration, client populations and any social/political/legal issue that impacts the aforementioned. | _____ |
| 2. Public service presentation given in your community which is related to GA | _____ |
| 3. Completion of a two-year educational course related to social services. | _____ |
| 4. Taught or assisted with an MWDA Sponsored Training and/or Workshop. | _____ |
| 5. Serve as an officer of the MWDA Executive Board and meet all attendance requirements. | _____ |
| 6. Serve on the MWDA Executive Board (other than an officer) and meet attendance requirements. | _____ |

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION AS A WELFARE DIRECTOR/GA ADMINISTRATOR

CERTIFICATION GUIDELINES

I. Introduction

As reflected in the by-laws of the Maine Welfare Directors' Association, the purpose of this certification for Welfare Directors/General Assistance Administrators is as follows:

- A. to establish and promote equitable, efficient and standardized administration of General Assistance, and**
- B. to encourage the professional development of Welfare Directors/GA Administrators, and**
- C. to provide and exchange information which will improve the administration of General Assistance.**

II. Philosophy

The General Assistance Program is grounded in the philosophy that a fundamental role of government is to provide a safety net to protect the health and well being of all citizens in our community. The General Assistance Program is administered according to standards and rules established by state regulations, laws and municipal ordinance.

- A. The first goal of the Certified Welfare Director/General Assistance Administrator is to learn, honor and abide by all federal, state and local laws and those rules and regulations governing the program.**
- B. The second goal of the Certified Welfare Director/General Assistance Administrator is to establish and maintain the highest levels of professionalism and an environment conducive to the well being of both clients of General Assistance and staff involved in its administration.**
- C. The third goal of the Certified Welfare Director/General Assistance Administrator is to operate a program that delivers assistance efficiently, fairly, uniformly, in good faith, without discrimination and with maximum possible accountability to both municipal supervisory personnel and the taxpaying public.**
- D. The fourth and ultimate goal of the Certified Welfare Director/General Assistance Administrator is to encourage and assist applicants in becoming self-reliant.**

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION AS A WELFARE DIRECTOR/GA ADMINISTRATOR

CERTIFICATION GUIDELINES

III. Certification Procedure

A. How will the certification process work?

Members of the Professional Development and Certification Committees will review each application and approve or deny. Once the application has been reviewed a notice will be sent to the applicant. If the application is approved, a letter of recognition will be sent to the recipient and the recipient's city/town. All of those receiving certificates will have their original certificate awarded at the Spring Seminar.

B. Who should apply?

Any individual who is a member of MWDA and who administers the General Assistance program.

C. What criteria will be used as the basis for certification?

To become certified the applicant must submit an application form with:

- 1. A copy of the MWDA membership card or other proof of current membership.**
- 2. Supporting documentation showing that all requirements have been successfully completed. Certificates must be attached and in the order in which they appear on the application.**

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION AS A WELFARE DIRECTOR/GA ADMINISTRATOR

CERTIFICATION GUIDELINES

APPLICANT MUST ATTEND EACH TRAINING IN ITS ENTIRETY IN ORDER TO BECOME CERTIFIED.

A. MANDATORY REQUIREMENTS

1. MUNICIPAL GENERAL ASSISTANCE LAW: Applicant is required to attend training on M.R.S.A. Title 22 once in the three-year period that precedes the application date. Training covers Laws (General Assistance) of the State of Maine which pertain to municipalities.
2. MUNICIPAL ORDINANCE: Applicant is required to attend training on the Municipal Ordinance once in the three-year period that precedes the application date. Using the MMA Model Ordinance, training covers the ordinance and how to apply it to your municipality.
3. MAINE DEPARTMENT OF HUMAN SERVICES G. A POLICY: Applicant is required to attend training on DHS/GA Policy once in the three-year period that precedes the application date. Training covers DHS Policy as it relates to G.A.
4. GENERAL ASSISTANCE PROGRAM: Applicant is required to attend either the MMA Fall Convention (G.A. Program), or the MWDA Spring Seminar (one day) each year in the three-year period that precedes the application date, and a total of four additional MWDA sponsored trainings/meetings within the three-year period that precedes the date, excluding DHS Policy, GA Ordinance and State Statute.
5. MWDA COMMITTEES: Applicants must have served on at least one MWDA Committee for each of the three years preceding the application and met the attendance requirements.
6. DEPARTMENT OF HUMAN SERVICES AUDIT: Applicant must be in compliance with the most recent DHS audit.

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION AS A WELFARE DIRECTOR/GA ADMINISTRATOR

CERTIFICATION GUIDELINES

B. OPTIONAL REQUIREMENTS

Applicant must meet at least two (2) of the listed requirements in the three-year period that precedes the application date. Note that serving on an MWDA committee or the MWDA Executive board does not meet optional Requirement #1.

CERTIFICATION IS VALID FOR THREE (3) YEARS FROM THE APPROVAL DATE.

THIS APPLICATION MUST BE ACCOMPANIED BY PROOF OF COMPLETION OF MANDATORY AND OPTIONAL REQUIREMENTS. CERTIFICATES MUST BE ATTACHED AND IN THE ORDER IN WHICH THEY APPEAR ON THE APPLICATION.

Please send copies, we cannot be responsible for the loss of original documents. All applications must be typed (or printed with block letters).

PLEASE SEND TO:

**JOAN KISZELY
MAINE WELFARE DIRECTORS' ASSOCIATION
PROFESSIONAL DEVELOPMENT COMMITTEE
MAINE MUNICIPAL ASSOCIATION
60 COMMUNITY DRIVE
AUGUSTA MAINE 04330**

CHAPTER V
MWDA AWARDS

Presidential Paques: Funds may be used to purchase a plaque or suitable gift for outgoing Presidents of the Association in recognition of their service to the organization. All outgoing Presidents will be recognized at the Spring Seminar.

Certificate for Service: All Board and committee members will be recognized at the spring seminar.

Retirement Awards: All retiring General Assistance Administrators will be recognized at a regular business meeting.

Gifts: The President shall be responsible for the purchase of gifts during the year if deemed necessary by (poll) consensus of the Executive Committee. For the Spring Seminar, the following shall receive gifts at a reasonable cost to be determined by the President:

DHHS Program Manager
MMA Affiliate Training Manager
MMA Technical Advisor
President
Vice-President
Second Vice-President
Treasurer
Secretary

CHAPTER VI

BY-LAWS

BY-LAWS

Amended and Approved May 23, 2005

MAINE WELFARE DIRECTORS ASSOCIATION BY-LAWS

ARTICLE I. NAME

The name of the organization is the “Maine Welfare Directors Association.”

ARTICLE II. PURPOSE

This Association shall be dedicated to the following purposes:

Section 1. To establish and promote equitable, efficient and standardized administration of General Assistance.

Section 2. To encourage the professional development, growth, and knowledge base of those who administer General Assistance.

Section 3. To advocate for the municipalities and citizens that we serve.

Section 4. To actively promote and present our program needs to the Legislature and citizens by creating a greater public awareness of the importance and the benefits of equitable, efficient and standardized General Assistance administration.

ARTICLE III. AFFILIATION

This Association shall be and hereby is affiliated with the Maine Municipal Association.

ARTICLE IV. MEMBERSHIP

Section 1. Membership shall consist of Regular, Professional and Honorary members. All memberships are individual memberships and are not transferable to another person. Only Regular members have voting privileges and are eligible to hold office.

Section 2. Regular Membership shall be open to those persons who administer and/or determine general assistance eligibility for any city,

town or plantation. To be considered a regular member, dues must be current.

Section 3. Professional Membership shall be open to any individual employed by a business, corporate group or agency affiliated with this Association and willing to promote the goals of the MWDA. To be considered a Professional member, dues must be current. Professional members have no voting privileges and cannot hold office.

Section 4. Honorary Membership shall be open to those persons who are former General Assistance Administrators or persons whose work/efforts on behalf of the Association should be recognized. All Honorary members will be approved by the membership, but will not have voting privileges. The Department of Human Services (“DHS”) General Assistance Program Manager, DHS General Assistance Field Examiner(s) II, and the Maine Municipal Association Research Associate/Technical Advisor (who serves General Assistance) shall be Honorary Members.

ARTICLE V. DUES/ASSOCIATION FUNDS

Section 1. Membership dues shall be paid annually with a June 30th expiration date. July 1st will begin the new fiscal year with dues to be paid at that time for the ensuing year. Any member with dues in arrears for a period of 60 days (September 1st) will automatically cease to be an active member of the Association until the dues are paid.

Section 2.	Regular members	\$30.00 (Amended 9/24/99)
	Professional members	\$40.00 (Amended 5/21/01)
	Honorary members	\$0

Section 3. Increases in dues may be considered and voted upon by a majority of the membership present at the business meeting held at the Annual Spring Seminar.

Section 4. Association funds shall include all sources of revenue including dues, interest, donations, income from seminars, conventions, etc. In addition to funding normal operating expenses, association funds may be used only for the following purposes:

- a. Presidential Plaques. Funds may be used to purchase a plaque or suitable gift for outgoing Presidents of the Association in recognition of their service to the organization. The Treasurer will be responsible

for making such purchase and will consult with the membership in case of doubt.

- b. Gifts. Funds may be used to purchase an appropriate gift in recognition of outstanding service to the organization and/or community. The Board of Directors will be responsible for selecting an appropriate gift and determine the amount to be spent. We will also acknowledge those in our Association who are experiencing various changes in their lives and offer our support, as appropriate, with cards and/or flowers.
- c. Special projects. Upon majority vote of the membership at a regular meeting, funds may be used for projects or activities which the membership considers important to the goals and purposes of the organization.
- d. Officer reimbursement. The sum of \$500.00 will be allocated annually from association funds to be available to defray the necessary and reasonable expenses that the association's president incurs in fulfilling the duties of the presidency.

Expenditures from this sum will be made by the association's treasurer contingent on an order authorizing payment to be issued by a Finance Review Committee to consist of the Treasurer and two members of the Board of Directors excluding the President. The Finance Review Committee will review and approve written requests for reasonable and necessary expenditures from the President in advance of their occurrence, unless not reasonably possible. The committee will require verification of all expenditures before issuing authorization for payment to the treasurer. Detail of expenditures thus made will be incorporated in monthly treasurer's reports to the membership.

Determination of reasonable and necessary expenses is at the discretion of the Finance Review Committee and may include the cost of the spring seminar (one person), cost of the MMA convention (one person), and mileage reimbursement, meals and toll-call charges incurred in fulfilling duties of office. The total sum to be allocated will be reviewed each year and adjusted by vote of the membership as deemed appropriate.

ARTICLE VI. PROFESSIONAL CERTIFICATION

Section 1. The Certification Program is open to all who administer General Assistance within a municipality that has at least one paid member of the Maine Welfare Directors Association and who either administers and/or determines general assistance eligibility. The

Certification Program requirements are listed in the MWDA's Administrative Guide under IV. CERTIFICATION PROGRAM-REQUIREMENTS.

ARTICLE VII. OFFICERS

Section 1. The officers of the Association shall be the President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. These officers shall be elected to one-year terms at the Annual Spring Seminar. Term of office shall commence on July 1st. The Nominating/ Membership Committee shall nominate one or more candidates for election to each of the offices and obtain the consent of the nominees to serve if elected. The regular membership may also nominate candidates.

Section 2. Voting for the candidates shall be conducted by means of a written ballot or by a show of hands at the direction of the President. In instances of more than one candidate for an office, the candidate receiving the majority of votes shall be declared elected. Only regular members who are present and whose dues are current are eligible to cast a vote.

Section 3. Vacancies occurring before the Annual Meeting shall be filled until the next annual meeting by a regular member appointed by the President, subject to the approval of the Executive Board. The following are the exceptions: In the case of a vacancy in the Presidency, the 1st Vice President shall become President and shall serve until the end of the term. In the case of a vacancy in the office of the 1st Vice President, the 2nd Vice President shall become 1st Vice President and shall serve until the end of the term.

Section 4. Each member of the Executive Board is required to attend two (2) consecutive Executive Board Meetings and two (2) membership trainings unless good cause is established by the Executive Board. Should the member fail to meet these requirements, his/her office shall be considered vacant and the President shall appoint a member to fill the vacancy. If any member of any committee fails to attend two (2) consecutive Committee meetings without good cause, as determined by the Committee Chair and President, his/her position shall be considered vacant and the Committee Chair shall appoint a member to fill the vacancy.

ARTICLE VIII. DUTIES AND FUNCTIONS OF OFFICERS

Section 1. All officers must be members in good standing with MWDA. All officers must become certified in at least GA Regulation within two years of election to office. The duties of the officers shall be the usual duties of their respective offices necessary to fulfill the general purposes

of the Association. Officers will be required to maintain permanent records of their office. Each position will be held accountable to meet the requirements as outlined in the MWDA's Administrative Guide under II. OFFICERS-POSITION DESCRIPTIONS.

Section 2. The President shall be the executive officer of the Association and shall be its official spokesperson and representative. He/she shall co-chair the Association's Legislative Committee with the Immediate Past President.

Section 3. The 1st Vice President shall be responsible for the professional growth of the Association and its members. He/she shall serve as chairperson of the Association's Professional Development Committee and serve on the Legislative Committee.

Section 4. The 2nd Vice President shall be responsible for promoting and encouraging membership in the Association. He/she shall serve as chairperson of the Association's Nominating/Membership Committee. He/She shall serve as Editor of the Association's Newsletter. He/She shall serve on the Professional Development Committee.

Section 5. The Secretary or designee shall record the minutes of the Association's meetings. He/she shall be responsible for ensuring that files containing agendas, minutes, financial reports, membership, by-laws and any other pertinent information are maintained. The secretary shall assist the President and officers with the Association's correspondence, phone calls and other tasks as requested.

Section 6. The Treasurer shall approve all funds received and disbursed by the MMA Representative on behalf of the Association. The MMA will maintain the Association's banking accounts; provide monthly financial reports for review by the Treasurer and President and a year-end financial report for the Annual Meeting. The Treasurer shall present an itemized monthly and year-end report to the membership for approval.

ARTICLE IX.

GOVERNMENT

Section 1. The government of this Association shall be vested in the Executive Board.

Section 2. The Executive Board shall have the control and management of the Association and shall hold and manage all property of the Association.

Section 3. The Executive Board shall consist of the following ten (10) members: the President, the 1st Vice President, the 2nd Vice President, the Secretary, the Treasurer, the two (2) immediate Past Presidents and three

(3) regular members of the Association to be elected from the floor at the Annual Spring Seminar. The voting process for the latter shall be the same as it is for the election of the Officers. The President shall be the presiding officer of the Executive Board.

Section 4. All committee members must be members in good standing with MWDA. There shall be four standing committees of the Association; these are the Legislative Committee, the Professional Development Committee, the Nominating/Membership Committee, and the Finance Review Committee. A subcommittee of the Professional Development Committee shall be the Certification Committee. The chairpersons of each committee will select their committee members. The President shall have the power, with the approval of the Executive Board, to establish additional standing committees or special committees as may be deemed necessary for the proper conduct of the affairs of the Association. No committee of the Association shall be authorized to create any financial liability unless it first shall have been approved as to its purpose and amount by the Executive Board. Standing committee descriptions are listed in MWDA's Administrative Guide under III. COMMITTEES – DESCRIPTIONS/DUTIES.

ARTICLE X. EXECUTIVE BOARD MEETINGS

Section 1. The Executive Board shall meet at any time upon the call of the President. In addition, meetings may be called by three (3) members of the Executive Board. The Board shall meet no less than three (3) times annually.

Section 2. Five (5) members of the Executive Board shall constitute a quorum necessary for the discharge of business.

Section 3. The members of the Executive Board may vote upon any issue submitted to the Board either in person, by mail, e-mail, facsimile, or telephone. All votes cast must be received by Maine Municipal Association's secretary designated for MWDA. Votes must be available to be tallied on or before the commencement of the meeting in which the issue will be voted on.

ARTICLE XI. ASSOCIATION MEETINGS

Section 1. The annual meeting of the Association shall take place during the Annual Spring Seminar.

Section 2. The Association shall hold at least three (3) meetings per year in addition to the Annual Spring Seminar and the MMA Convention. A weather related cancellation will be decided by the President and at least two other members of the Executive Board. The decision as to whether or not to reschedule will be decided by a majority vote of the Executive Board.

Section 3. An organizational meeting will be held between June 1st and August 31st of each year with all outgoing and incoming officers. At this time, Committee Chairpersons and the Finance Review Committee shall be selected. Committee chairs will begin selecting their committee members. The By-laws, Administrative Guide, Roberts Rules and Committee tasks shall be reviewed.

Section 4. Eleven (11) regular members shall constitute a quorum for the Association.

Section 5. All members may be heard in debate, but only Regular Members of the Association shall be entitled to vote.

ARTICLE XII. RULES OF ORDER

Section 1. The current edition of Robert's Rules of Order shall govern the proceedings of all meetings of the Association and its constituent parts except as provided in these by-laws.

ARTICLE XIII. AMENDMENTS

The Association's by-laws, unless described otherwise herein, may be amended by presenting proposed amendments, in writing, to the membership at a regular meeting and shall be voted upon at the following meeting. A majority vote of the regular members present is necessary for passage. Once an amendment is passed, it shall take effect immediately unless an effective date stating otherwise is included.

CHAPTER VII.
CONTRACTS/POLICIES

**ADMINISTRATIVE SERVICES AGREEMENT
BETWEEN
MAINE WELFARE DIRECTORS ASSOCIATION
AND
THE MAINE MUNICIPAL ASSOCIATION**

The Maine Municipal Association, hereinafter MMA, agrees to provide to the **Maine Welfare Directors Association**, hereinafter MWDA, the following administrative and clerical support services.

I. General Administrative Services

A. Primary Services

1. Provide a business location, mailing address, telephone services, and place for board meetings (based on availability) for the MWDA through MMA's headquarters in Augusta.
2. Designate an employee of MMA to serve as the MWDA's primary administrative assistant (AA) contact.
3. Provide administrative support to the MWDA in conducting their affairs, as follows:
 - a) Prepare, maintain and distribute notices, agendas minutes and materials for all Board/Membership meetings.
 - b) Attend and coordinate regular meetings of the Executive Board of Directors and four membership meetings, all training sessions, two planning committee meetings, and an annual board retreat.
 - c) Coordinate and provide general administrative support to the MWDA President.
 - d) Assist in preparation of and updating of Administrative Guide Book.
 - e) Periodically participate in a review and evaluation of the services provided.
 - f) Assist in the development of informational materials for the regular meetings of the Executive Board of Directors.

B. Membership Services

MMA will provide the following membership support services in order to assist the MWDA Membership Committee in its continuing effort to promote and retain membership in MWDA. The services to be provided are:

1. Maintain the current membership list.
2. Maintain accurate mailing and membership records.

3. Maintain current membership files and a supply of new member applications.
4. Prepare new membership packets and provide administrative support to committee members regarding new member contacts.
5. Process membership renewals and maintain member profiles.
6. Provide communications to members on an as-needed basis.

C. Meeting Planning & Training Workshops

MMA is to assist the MWDA in arranging the MWDA Annual Conference and four full day training sessions. Services to be provided by MMA are:

1. Recommend and secure suitable meeting sites and facilities based on the needs and budget of the meeting or conference.
2. Negotiate and contract with selected hotels or other meeting facilities on behalf of the MWDA.
3. Prepare and recommend an estimated operating budget for each meeting event.
4. Provide assistance to the MWDA Professional Development Committee in securing speakers and confirming their participation, and in arranging and securing the conference site and related activities.
5. Design, develop and distribute promotional and advance registration materials for meetings.
6. Handle, collect and account for registrations for the above listed meetings.
7. Prepare badges, handouts, registration lists, signs, evaluation questionnaires, and other related materials.
8. Provide on-site management of meetings.
9. Prepare post-meeting management report to be used to evaluate the meeting.
10. Provide assistance in the development and coordination of sponsors and exhibitors for the annual conference, including the preparation of such correspondence as may be required.
11. Maintain and update the records for the MWDA Certification Program.
12. MMA is to assist the MWDA in preparation for the Annual MMA Convention

in October.

D. Accounting and Financial

MMA will be responsible for the day-to-day financial management of the Association in accordance with procedures followed by MMA. The MMA agrees as follows:

1. Maintain the MWDA checking and savings account.
2. Code all receipts and deposit in a timely fashion.
3. Bills will be mailed to the active Treasurer of the Affiliate Group on a bi-weekly basis. MMA will fill out and sign a check request and attach it to the original invoice. MMA will then forward the check request and invoice to the active Treasurer. The active Treasurer will review and approve (sign) the check request form and return it promptly to the MMA Affiliate Group Coordinator by mail or fax. Payment of invoices will not commence until the check request form has been returned to MMA.
4. Prepare monthly financial reports in a format approved by the MWDA Treasurer.
5. Prepare and file IRS Tax Form 990 on behalf of MWDA. The IRS Tax Form 990 will be signed and authorized by the MWDA Treasurer.
6. Provide monthly invoices for MMA expense and service reimbursements for approval by the MWDA Treasurer.
7. Prepare and file IRS Tax Form 1099.

E. Additional Services

Service requests in addition to those delineated in this agreement will be provided on a time and expense basis, as provided under Section III, or on a negotiated fee basis, as may be mutually agreed by the parties. Additional services may include but not be limited to annual financial audits, additional workshops or training sessions, additional Board or Committee meetings, membership list serv, periodic newsletter, yearbook publication, or other projects beyond the scope of services provided under Section I (A-D).

II. The MWDA agrees:

- A. To designate an MWDA representative to serve as the primary contact person for the AA and to authorize this representative to act on behalf of the MWDA in providing the AA guidance on routine matters that would not involve substantive changes in this agreement.
- B. That the obligations of the MMA and the AA are limited to those services stipulated in Section I.
- C. To provide MMA with a reasonable advanced notification for all MWDA projects which will require a substantial amount of time or a major effort on the part of the AA.
- D. That the MWDA Treasurer will:
 - 1. Code and approve all payment requests before submission to MMA for payment.
 - 2. Approve reimbursement to MMA upon receipt of billing as provided in Section I (D)(6) above.

III. Financial Conditions

- A. MWDA will reimburse the MMA for items such as postage, supplies, staff expense, including mileage, hotel costs and meals, and other costs related to providing the services specified in Section I (A-E), above. Mileage will be reimbursed at the Federal allowable rate. Charges for Administrative Services as outlined in Section I (A-D) of this agreement will be in the amount of \$3,783.00 annually.
- B. Staff charges for any additional service agreed to under Section I (E) will be billed at an hourly rate of \$30.00.
- C. Travel Expenses for MMA Affiliate Group Coordinator and Staff: When travel is required of MMA employee for offsite meetings/trainings/workshops/marketing, the affiliate group will be billed monthly for travel expenses incurred-mileage and toll charges, overnight accommodations, and reasonable food and beverage charges.
- D. After Hours Fees: When MMA staff and/or facilities are required outside of customary work hours (8am-5pm EST Monday-Friday, excluding holidays), the affiliate group will be billed at a fixed rate of \$50.00 per day for maintenance staff time and lock up services. Overtime wages of an MMA staff member, who is a non-exempt employee under the federal Fair Labor Standards Act (FLSA), will be billed to the MWDA if that employee's attendance is requested by MWDA for an after-hours meeting or function.

IV. Terms and Conditions

- A. This Purchase of Service Agreement shall be effective as of January 1, 2007 and shall remain in full force and effect until December 31, 2007. For each subsequent year the proposed contract for the next year shall be sent to the MWDA by November 30 and shall be executed no later than December 31. Should either party feel that the other party is not living up to the terms of the contract, the contract may be canceled with 60 days written notice to the other party.

- B. It is understood by the parties that the MWDA membership list is the sole property of the MWDA. This list is not to be sold, used, or distributed without the express written consent of the MWDA. The only stipulation to this condition is that Maine Municipal Association is subject to the Freedom of Information Act and under certain circumstances might have to relinquish information which it has a custodial responsibility to maintain.

- C. The MWDA shall indemnify and hold the MMA, its employees and agents, harmless against any and all actions, proceedings, claims or demands and all costs, damages and expenses including defense costs and attorneys' fees which may arise by reason of any action or lawsuit taken or filed as a result of or in relation to any services provided by MMA pursuant to this agreement, except to the extent that such claims, demands, costs, expenses, liability or losses are caused by the negligent acts or omissions of the MMA, its employees or agents.

President, Maine Welfare Directors Association

Date

Executive Director, Maine Municipal Association

Date

Workshop Cancellation

Notification must be given at least 72 hours in advance before the meeting to receive a refund. All cancellations are subject to a \$10.00 administrative fee for processing.

All cancellations and questions are to be submitted to Maine Municipal Association.

Weather Cancellation

If there is inclement weather, a decision to postpone will be made by 5:00 p.m. the day prior to the workshop. Please call 1-800-452-8786, ext. 296, 297, or 293 for information (Augusta Area: 623-8428).

CHAPTER VIII.
Finance

**MAINE WELFARE DIRECTORS ASSOCIATION
BUDGET REPORT - PROGRAMS
2007**

Membership & Board 770

Revenue		
Dues		5,500.00
Interest Income		120.00
Expenses		
Postage		200.00
Printing		100.00
Photocopies		50.00
Supplies		50.00
Misc		100.00
Speakers		250.00
Program / Facilities		0.00
Food & Lodging		500.00
Travel		500.00
President Expenses		500.00
Membership Drive		500.00
MMA Contract		3,772.00
Web Development		300.00
TOTAL MEMBERSHIP & BOARD		(1,202.00)

Membership Training 772

Revenue		300.00
Expenses		
Postage		150.00
Printing		150.00
Photocopies		100.00
Supplies		50.00
Misc		10.00
Speakers		0.00
Program / Facilities		0.00
Food & Lodging		500.00
Travel		100.00
TOTAL MEMBERSHIP TRAINING		(760.00)

Spring Seminar 771

Revenue		7,000.00
Expenses		
Postage		120.00
Printing		450.00
Photocopies		150.00
Supplies		100.00
Misc		200.00
Speakers		750.00

Program / Facilities	250.00
Food & Lodging	3,750.00
Travel	200.00
Program Scholarship	300.00
TOTAL SPRING SEMINAR	730.00
GA BASICS - 773 & 775	
Spring 773	
Revenue	2,600.00
Expenses	
Postage	170.00
Printing	0.00
Photocopies	54.00
Supplies	75.00
Misc	0.00
Speakers	0.00
Program / Facilities	0.00
Food & Lodging	850.00
Travel	200.00
TOTAL SPRING	1,251.00
Fall 775	
Revenue	2,600.00
Expenses	
Postage	170.00
Printing	0.00
Photocopies	54.00
Supplies	75.00
Misc	0.00
Speakers	0.00
Program / Facilities	0.00
Food & Lodging	850.00
Travel	200.00
TOTAL FALL	1,251.00
TOTAL GA BASICS	2,502.00
Newsletter 774	
Expenses	
Postage	150.00
Printing	150.00
Photocopies	150.00
Supplies	0.00
Misc	0.00
TOTAL Newsletter	(450.00)

Monthly Financial Statements

The MMA will maintain the Association's banking accounts; provide monthly financial reports for review by the Treasurer and President and a year-end financial report for the Annual Meeting. The Treasurer shall present an itemized monthly and year-end report to the membership for approval.

Chapter IX.
MEETINGS/AGENDAS

Meetings/Agendas

Maine Welfare Directors' shall provide regular meetings/trainings/agendas for the association's general membership. The meetings/trainings/agendas shall be scheduled in accordance with the bylaws. In addition, a fall convention will be held in October and an Annual Spring Seminar in April or May. At each spring seminar of the Maine Welfare Directors, there shall be an election of Officers and Executive Board for the ensuing year

All members shall be given reasonable notification as to the time, place, and program of each meeting.

Minutes

Each committee shall appoint a designee to record minutes at each meeting. Minutes of all committee meetings shall be prepared and presented to MWDA members at the next training/business meeting.

CHAPTER X.
Membership Recruiting
Packet

Welcome Letter

Dear New Member:

Welcome to the Maine Welfare Directors Association. We have recently received your dues payment and are happy to welcome you to the Association

Now that you are a member, you will receive notices of any and all MWDA sponsored trainings, membership meetings. For more information on the Maine Welfare Directors' Association, you may access their website at www.mainewelfaredirectors.org. The website will carry the most recent newsletter as well as information about upcoming events and more.

If you have any questions on MWDA membership, please feel free to contact the Maine Municipal Association. The toll free number is 800-452-8786 or in the Augusta area, you may contact 623-8428. We hope to see you at the upcoming meeting/trainings and look forward to your membership with MWDA.

Very truly yours,

Membership Chair
Maine Welfare Directors' Association

Recruitment Letter

Dear Municipal General Assistance Administrator,

The Maine Welfare Directors Association would like to invite you to join this statewide supportive organization. It is open to all who administer General Assistance in the State of Maine.

We are a supportive group of administrators who can help each other and can help you administer your program by standardized administration of General Assistance and to encourage the professional development of General Assistance Administrators.

We meet three times a year to conduct business, discuss common problems, explore legislative issues, share ideas and listen to various speakers about a variety of important subjects that may affect your community and clients.

By joining the Association:

- You will gain knowledge of resources
- Get answers to your questions regarding General Assistance administration
- Get support from fellow administrators to minimize burnout
- Have strength in unity of the group
- Recommend and support legislation affecting GA
- Discount on upcoming seminars
- May become certified as a Welfare Administrator
- Have access to quarterly newsletters to help you administer your program

The membership is \$30 a year per person, payable to Maine Welfare Directors Association. For more information and to receive a schedule of our upcoming meetings and workshops, please contact MMA 1-800-452-8786. Your participation in this very worthwhile organization will reinforce your professionalism in administering General Assistance in your community.

Sincerely,

The Membership Committee

CHAPTER XI.
NEWSLETTERS

NEWSLETTERS

The Second Vice President shall serve as Editor of the Association's quarterly Newsletter.

The Newsletter Editor shall be responsible for the production and dissemination of all newsletters with the assistance of the Newsletter Committee. In general, the editor shall use the resources of the newsletter to stimulate communication and interaction among members of the Association. A draft copy shall be submitted to the Executive Committee for approval. An electronic copy shall be sent to the MWDA President for inclusion on the MWDA Web page. The President will contact MMA to send hard copies. The Newsletter Editor shall maintain active membership in MWDA throughout his/her tenure in this office. The newsletter shall be published no less than three (3) times per year, preferably in September, December & March.

Chapter XII.
Web Site

Web Site

The current calendar of events and by-laws shall be posted as regular feature pages on the MWDA web site. Articles on current legislation and news relating to the association shall also be posted. The MWDA website shall include the MWDA logo on the home page. It will be the responsibility of the Webmaster to update and keep the web site current.

The MWDA website is www.mainewelfaredirectors.org and is hosted by MMA.

Chapter XIII.
Miscellaneous

MWDA Laptop & Projector

The President of MWDA shall be responsible for the MWDA Laptop and Projector and shall ensure that the equipment is available for training. The President shall also be responsible for maintaining the laptop with agendas, minutes, PowerPoint presentations and newsletters for future use of the association.