



Mid-Atlantic Collectors Association

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BEYOND MEMBERSHIP

Is the MACA Board Part of Your Career Growth Plan?

MACA is a non-profit corporation organized to do good things to promote the debt collection industry in Delaware, Maryland, Pennsylvania, and the District of Columbia. As with nearly all non-profits, a core group of elected members exists and volunteer time to ensure proper operation of the organization. This group is called the Board of Directors. The role of a Board member is always important, but often unrecognized, and yet it involves a commitment of time, along with professional knowledge and experience, to ensure that MACA remains of value to its members and profession.

Unlike for-profit businesses and corporations, organizations like MACA are "owned" by the members. The Board of Directors is the group of elected volunteers representing the members at large, and protecting the interests of those members. In addition to taking responsibility for the organization's legal and ethical obligations to its members, the Board shoulders the responsibility of providing guidance by ensuring fulfillment of the organization's core mission through advocacy, education and networking; identifying other volunteers to serve on various committees, and leading these volunteers in the execution of MACA initiatives.

While MACA retains the services of a part-time association manager to support the Board's vision in a tactical way like managing membership, course and seminar logistics, communications, and web presence, it's often hard to distinguish between what the board does, and what the organization accomplishes.

Generally, the Board:

- Ensures that MACA adheres to its guiding principals
- Makes sure MACA is accountable to its members
- Plans for the organization's future
- Protects the organization's reputation
- Supports other volunteers so they, too, can contribute to various initiatives

In a nutshell, Board members are the heavy-hitters for a volunteer organization, serving as ambassadors... first for the professional, and second for the organization. Board members lend their name and reputation to the organization. Board members provide leadership, guidance, and the valuable resource of time.

How much time? MACA's Board meets monthly via conference call, and holds no fewer than three, face-to-face meetings each year. Since our unit represents Delaware, Maryland, Pennsylvania, and the District of Columbia, sometimes those meetings require out-of-state travel. However, we do our best to tie-in these meetings during regional conferences such as NEDCC EXPO and Spring Fling. While these meetings offer the opportunity to provide updates on committee activities, review goals, and evaluate revenue and expenses, and generally ensure that the organization is on track and moving forward, **the real work is done outside of these calls and meetings**. At any given time, Board members, individually or with the support of their committee volunteers, work on MACA projects that support our core advocacy, education, and networking touchstones.

If you feel you have what we're looking for in a volunteer board member, and you have a passion for MACA's sustained growth and effectiveness in advocating, educating, and networking on behalf of our member constituencies, please consider running for the Board of Directors. We're looking for Board members who will serve the organization, the profession, and our constituency in a consistent manner during the one-year term for which he or she is elected.

What's Next?

Annual board elections are held at MACA's Annual Membership meeting next scheduled for April 20, 2016, at the Hyatt Regency Washington on Capitol Hill, Washington, DC at 11:00 A.M. The newly elected Board meets directly thereafter for a brief organizational meeting and election of officers.

If you're interested in running for election to the Board, or would like to nominate a candidate for election, please contact MACA Executive Director Rose Jeffries by telephoning (717) 730-9745. The completed candidate information overview form (attached) may be emailed to rjeffries@midatlanticcollectors.org.



MACA MISSION STATEMENT

THE MID-ATLANTIC COLLECTORS ASSOCIATION IS A PROFESSIONAL ORGANIZATION WHICH WORKS TO MONITOR LEGISLATION, AND PROVIDES INFORMATION, SERVICES AND EDUCATION FOR THE PROFITABILITY OF OUR MEMBERS FIRMS.

Your Name: _____ Date: _____

Company: _____ Position: _____

Immediate Previous Employer: _____ Position: _____

Years in the collection industry: _____

Do you know anyone on the current board, or on a past board? _____

Please provide two professional references:

Name _____ Company _____

Phone _____

Name _____ Company _____

Phone _____

What qualities and skills do you feel you will personally contribute to the board: (use back of page if necessary)

Why are you applying for a position on the board?

I have read the MACA bylaws and agree to comply with the duties expected of me. I agree that should I become a MACA Board Member, I am representing both the MACA board and MACA membership, and I will conduct myself in a professional manner at all times during related events and meetings. I understand that confidential information acquired during board deliberations will not be shared in an inappropriate manner, and I will adhere to the highest professional standards as is befitting of the position and responsibilities of a board member.

Signature

Date

Return completed document to jeffries@midatlanticcollectors.org, or by faxing to (717) 730-6786

MACA Use Only:

Is prospect eligible to be a MACA Board Member according to MACA bylaws? Yes ____ No ____

Is prospect in good standing with ACA and MACA? _____ Verifications:

Mid-Atlantic Collectors Association

Board of Directors

Responsibilities and Canons of Conduct

Responsibilities of Board Members

It is the board of directors' responsibility to:

- Be aware of the mission, initiatives and services and your role in them
- Read and understand governing documents
- Respect confidentiality, fiduciary and conduct policies
- Know basic tenets of anti-trust and other relevant laws
- Abide by the canons of conduct
- Read meeting minutes and ensure they accurately reflect comments or votes
- Obtain and review financial reports and monthly reports
- Request that the Executive Director seek legal and auditor opinions when necessary
- Be responsive; invest your time and attention in the organization
- Be strategic; avoid tactical activities

Canons of Conduct for Mid-Atlantic Collectors Association Board Members

- Conduct yourself in a professional manner that reflects integrity, respect and a spirit of fair play
- Refrain from engaging in any activity that would violate confidentiality commitments or proprietary rights
- Abide by the bylaws and policies of the Mid-Atlantic Collectors Association
- Use the Mid-Atlantic Collectors Association's name, data, documents and information only for purposes authorized by the Board of Directors
- Conduct yourself in a professional manner that is consistent with and not disruptive to the purposes of Mid-Atlantic Collectors Association
- Disclose any potential conflicts of interest
- Serve the interest of the larger community, setting aside personal benefit to you or your company

Mission Statement

The Mid-Atlantic Collectors Association (MACA) a unit of ACA International, is a professional association working to provide information, services, and education for the profitability of our members.

Board of Directors Pledge

As a current Officer or Director of the Board, I am willing to conduct myself in a manner consistent with the above responsibilities and canons of conduct.

Print Name

Date

Signature

Non-profit Board Responsibilities

Overview of Non-profit Board Governance

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A board of directors is the governing body of a non-profit organization. It has many serious responsibilities, which can be loosely categorized as follows:

1. Setting the policy for the organization. This is done by:

- Creating or updating the [mission](#) and [vision statements](#).
- Determining the organization's programs and services.
- Approving the strategic plan.

2. Monitoring the organization's operations:

- Hiring and periodically evaluating the organization's executive director.
- Working with and providing support to the executive.
- Approving the annual budget, annual report, etc.
- Approving major contracts and grants.
- Soliciting and reviewing program evaluations.
- Troubleshooting as necessary.

3. Serving as a public figure for the organization

- Fundraising, by directly donating to the non-profit and soliciting donations from others.
- Advocating for the organization.

4. Fulfilling other board responsibilities

- Documenting policies and decisions to create an organizational memory.
- Preparing for and attending board meetings.
- Researching and discussing issues before decisions are made.
- Replacing and orienting board members when a vacancy arises.

A board of directors also has certain legal obligations, known as duties. While the details may vary from state to state, here are some common legal responsibilities for members of non-profit boards to:

- Take reasonable care when making decisions for the organization (called "duty of care")
- Act in the best interest of the organization (called "duty of loyalty")
- Act in accordance with the organization's mission (called "duty of obedience")
- Stand aside when there is a conflict of interest (called "recusal")

While there a board has many responsibilities, there are also things it should avoid. Basically, board members should avoid being over- or under-involved. More specifically, the board of directors should not:

- Concern itself with the day-to-day management of the organization. That is the executive director's job.
- Rubber stamp decisions. While the board should take the recommendations of the organization's director, staff, and members into consideration, the board needs to be an independent decision-making body.