

MAINE WELFARE DIRECTORS ASSOCIATION



July 2016 – June 2017

ADMINISTRATIVE GUIDE

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**MWDA Administrative Guide
July 2016 - June 2017**

President: Suesan Packer

1st Vice President: Jay Feyler

2nd Vice President: John (Randy) White

Treasurer: Linda Fossa

Secretary: Sara Russell

Immediate Past President: Stacey Parra

Past President: Dorothy Meagher

Directors:

Sue Charron

Orinda Fogler

David MacLean

President's Message

Suesan Packer

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 ensure that all activities requiring your input/action will be accomplished.

Mission Statement & Code of Ethics

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.

MWDA's 2016 Meeting / Training Calendar

| <u>2016</u> | | | | |
|--------------------|-------------------|--------------------|------------------------|------------------------|
| <u>Date</u> | <u>Day</u> | <u>Time</u> | <u>Event</u> | <u>Location</u> |
| July 28 | Thursday | 9:30 a.m. | Organizational Meeting | Samoset Resort |
| September 16 | Friday | 9:00 a.m. | GA Basics | MMA - Augusta |
| December 9 | Friday | 9:00 a.m. | GA Winter Issues | MMA - Augusta |

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

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 the MMA training hotline at (207) 624-0117 for information.

CHAPTER I: EXECUTIVE COMMITTEE

MWDA's Executive Committee Roster (July 1, 2016 - June 30, 2017)

- President:** Suesan Packer, GA Administrator
City of Brewer
80 North Main Street
Brewer, ME 04412
Tel: (207) 989-7020 Fax: (207) 989-8036 Cell: (207) 323-2078
E-mail: smpacker@gmail.com
- 1st Vice President:** Jay Feyler, Town Manager
Town of Union
PO Box 186
Union, ME 04862
Tel: (207) 785-3658 Fax: (207) 785-3652
E-mail: jayunion@roadrunner.com
- 2nd Vice President:** John (Randy) White, GA Director
City of Sanford
919 Main Street
Sanford, ME 04073
Tel: (207) 608-4168 Fax: (207) 324-9124
E-mail: jrwhite@sanfordmaine.org
- Treasurer:** Linda Fossa, Health and Welfare Director
City of Waterville
One Common Street
Waterville, ME 04901-6699
Tel: (207) 680-4225 Fax: (207) 680-4228
E-Mail: lfossa@waterville-me.gov
- Secretary:** Sara Russell, GA Administrator
City of Augusta
16 Cony St
Augusta, ME 04330-5201
Tel: (207) 626-2325
E-Mail: sara.russell@augustamaine.gov
- Immediate Past President:** Stacey Parra, GA Administrator, Executive Asst to the Town Manager
Town of Rockport
101 Main Street
Rockport, ME 04856-0010
Tel: (207) 236-0806 Fax: (207) 230-0112
E-mail: executivesecretary@town.rockport.me.us

Past President: Dorothy Meagher, Director of Health & Social Services
City of Auburn
60 Court Street
Auburn, ME 04210
Tel: (207) 333-6600 X 1412 Fax: (207) 333-6620 Cell: (207)212-8650
E-Mail: dmeagher@auburnmaine.gov

Director: Sue Charron, Lewiston Social Services Director
City of Lewiston
27 Pine Street
Lewiston, ME 04240
Tel: (207) 513-3130 x3260 Fax: (207) 376-3229
E-mail: scharron@lewistonmaine.gov

Director: David MacLean, Director of Social Services
City of Portland
196 Lancaster Street
Portland, ME 04101
Tel: (207) 482-5124
E-mail: dem@portlandmaine.gov

Director: Orinda Fogler, Community Services Manager
City of Bangor
103 Texas Avenue
Bangor, ME 04401
Tel: (207) 992-4558
Email: rindy.fogler@bangormaine.gov

MMA Representative: Joan Kiszely, Affiliate Liaison
Maine Municipal Association
60 Community Drive
Augusta, ME 04330
Tel: (207) 623-8428 x2297 Fax: (207) 624-0167
E-Mail: jkiszely@memun.org

MMA Representative: Melissa Christie, Office Coordinator
Maine Municipal Association
60 Community Drive
Augusta, ME 04330
Tel: (207) 623-8428 x2299 Fax: (207) 624-0167
E-mail: mchristie@memun.org

2016-2017 Goals

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

(To be used as a guide.)

- 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

- 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 starts 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 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 Executive Committee. In the event that the President resigns, the 1st Vice President shall become President.
- REMOVAL. If any member of the Executive Committee 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.

Executive Committee (Presidential Plaques, Certificate for Service, Retirement Awards and Gifts)

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. All outgoing Presidents will be recognized at the Spring Seminar.

Certificate for Service: All Board and Committee members will be recognized with a certificate at the Spring Seminar.

Retirement Awards: All retiring General Assistance Administrators will be recognized at the Spring Seminar.

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 II: 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' Position Descriptions / 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:

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.

The President, if able, shall attend the following meetings: Executive Committee

- 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 Executive Committee.

Presidential duties include:

- Chair of the Executive Committee, and therefore responsible for preparing an agenda for each meeting and work in cooperation with the Professional Development Committee.
- 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.
- Member of the Professional Development Committee
- Presides at all meetings and conventions of the Association, when available. Assigns special committees as necessary.
- Purchases Spring Seminar Gifts according to the gift policy.
- Website Responsibilities – approves all additions to the website except what is produced with MMA or designates a designee.
- 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 Executive Committee 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

First Vice-President

The First Vice President shall be responsible for the professional growth of the Association and its members.

First Vice-Presidential Duties Include:

- Chair of the Professional Development Committee and is responsible for approval of scholarships and certification.
- 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, if available.
- Ensures that the actions of the Association conform to its by-laws.

Second Vice-President

The Second Vice President shall be responsible for promoting and encouraging membership in the Association.

Second Vice-Presidential Duties Include:

- Chair of the Association's Nominating/Membership Committee
- Coordinator of the Association's Newsletter
- 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.

Treasurer

The Treasurer shall approve all funds received and disbursed by the MMA Representative on behalf of the Association. 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.

Treasurer Duties Include:

- Chairperson of the Finance Review Committee.

- Oversees the receipt and accounting of all income and expenditures of the Association.
- Reviews, clarifies and submits an itemized monthly and year-end 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.

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.

Secretary Duties Include:

- 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 ensuring that MMA sends certification correspondence to recipient and municipality.
- Shall be responsible for taking attendance at all meetings/trainings where he/she is in attendance and MMA is not present to take minutes.

Immediate Past President

Immediate Past President Duties Include:

- Co-Chair the Legislative Committee with the President.
- Member of the Executive Board

Past President

Past President Duties Include:

- Member of the Legislative Committee
- Member of the Executive Board

CHAPTER III: COMMITTEES

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. Professional Development Committee/Certification 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.

Certification Program has been developed to promote and recognize individual professional achievement. The professional development committee shall serve as the certification committee and 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 chair of the Committee will report all results of Certification to the Secretary who shall be responsible for ensuring that MMA sends certification correspondence to recipient and municipality.

- B. 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 training for the Legislative Committee members for the first meeting of each year on the Legislative Process.
- C. 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 Executive Committee excluding the President of the Association. The committee shall meet each year to go over the budget process.

- D. 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.

Professional Development Committee / Certification Committee Roster

The First Vice-President chairs the Professional Development Committee. The Roster also includes the President, Second Vice-President and at least two regular members of the association.

Jay Feyler, Chair
Suesan Packer
John (Randy) White
Dorothy Meagher
Linda Fossa

Honorary Members:

Cindy Boyd
Mary Frances Bartlett

Legislative Committee Roster

The President and Immediate Past President chair the Legislative Committee.

Dorothy Meagher, Chair

Suesan Packer

Sue Charron

Jay Feyler

Finance Review Committee Roster

The Treasurer chairs the Finance Review Committee. The Roster also includes three members of the Executive Committee excluding the President.

Linda Fossa, Chair
Health and Welfare Director
City of Waterville
One Common Street
Waterville, ME 04901-6699
(207) 680-4225
lfossa@waterville-me.gov

Nominating / Membership Committee Roster

The Second Vice President chairs the Nominating Membership Committee. The Roster also includes one Past President, Second Vice-President and at least two regular members of the association.

John (Randy) White, Chair
Stacey Parra

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 by-laws. 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 IV: FINANCE

2016-2017 Budget - TBD

MAINE WELFARE DIRECTORS ASSN
BUDGET REPORT - PROGRAMS
2015 – 2016 BUDGET

MWDA - Budget 2016

REVENUES

| | |
|-------|----------------------------------|
| 40101 | INTEREST INCOME |
| 40102 | INTEREST INCOME - CD |
| 40201 | MEMBER DUES |
| 40701 | OTHER TRAINING |
| 40702 | SPRING SEMINAR |
| 40704 | GA BASICS SPRING |
| 40705 | ADVANCED GA - FALL |
| 40706 | GA BASICS FALL |
| 40707 | ADVANCED GA - SPRING |
| 49003 | MISC./SCHOLARSHIP (50/50 Raffle) |

TOTAL REVENUES

EXPENDITURES

| | |
|-------|------------------------|
| 50201 | POSTAGE |
| 50202 | PRINTING |
| 50203 | PHOTOCOPIES |
| 50204 | SUPPLIES |
| 50235 | BANK FEES |
| 50291 | MISCELLANEOUS |
| 50301 | SPEAKERS |
| 50302 | PROGRAM / FACILITIES |
| 50303 | FOOD & LODGING / BOARD |
| 50304 | TRAVEL - MILEAGE |
| 50411 | MMA CONTRACT |
| 50415 | WEB DEVELOPMENT |
| 50416 | LEGAL FEES |
| 50811 | PRESIDENT'S EXPENSES |
| 50813 | Training |
| 50817 | PROGRAM SCHOLARSHIP |
| 50818 | Gifts / Door Prizes |

TOTAL EXPENDITURES

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 V: BY-LAWS

MAINE WELFARE DIRECTORS ASSOCIATION By-laws (Amended on April 23, 2013)

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 Health and Human Services (“DHHS”) General

Assistance Program Manager, DHHS General Assistance Field Examiner(s) II, and the Maine Municipal Association employee (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 President with approval from the Executive Board 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 \$750.00 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. The treasurer will require verification of all expenditures before issuing authorization for payment. Detail of expenditures thus made will be

- incorporated in monthly treasurer's reports to the membership.
- e. Determination of reasonable and necessary expenses for Board Members 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, including board meetings, legislative hearings, etc. The total sum to be allocated will be reviewed each year and adjusted by vote of the Executive Board 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. Instructors for GA Basic and GA Advanced Trainings must hold a current certification. The Certification Program requirements are listed in the MWDA's Administrative Guide under 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. If any Officer or member of the Executive Board fails to attend two (2) consecutive Board 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.

Section 5. The President can by e-mail of the Executive Board or of the Membership ask for a vote, do surveys or anything of that nature, and that vote shall be binding. If the topic is controversial or needs further discussion, the Executive Board by vote can ask for this to be done at a meeting.

ARTICLE VIII. DUTIES AND FUNCTIONS OF OFFICERS

Section 1. 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 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 serve as chairperson of the Association's Legislative Committee.

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.

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 and as Editor of the Association's quarterly Newsletter.

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. There shall be five standing committees of the Association; these are the Legislative Committee, the Professional Development Committee, the Nominating/Membership Committee, the Certification Committee, and the Finance Review 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 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; however these meetings can take place by e-mail or conference call if necessary.

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 one (1) meeting 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. MWDA Mary Frances Bartlett Scholarship

Section 1. The scholarship is open to all MWDA members in good standing who can demonstrate a need for academic and financial assistance. The scholarship award is limited to registration and accommodations (more than 50 miles from the seminar site) for the Spring Seminar. The scholarship requirements are listed in the MWDA's Administrative Guide under Scholarship and Training Policies.

ARTICLE XIII. 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 XIV. AMENDMENTS

The Association's by-laws, unless described otherwise herein, may be amended by presenting proposed amendments, in writing, or electronically to the membership and shall be voted upon at the next scheduled 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.

Amended on April 23, 2013

CHAPTER VI: MWDA TRAINING CERTIFICATION PROGRAM



Certification in the Fundamentals of General Assistance Administration - Certification Guidelines

I. Introduction

The purpose of this certification 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. **Who should apply?**

An individual who determines general assistance eligibility and is a current member of MWDA in good standing, or an employee who determines general assistance eligibility in a municipality, in which the GA Administrator/Director is a current member of MWDA in good standing.

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

To become certified the applicant must complete one (1) Basic GA and one (1) Advance GA Training in the most recent three (3) year consecutive period. Please note that General Assistance Basic Training is a prerequisite for the General

Assistance Advanced Training. An application form must be submitted with:

1. A copy of your individual MWDA membership card, or your GA Administrator's/Directors Membership card or other proof of current membership.
2. A copy of the General Assistance Basics Certificate from MWDA.
3. A copy of the General Assistance Advanced Certificate from MWDA.

C. How will the certification process work?

Members of the Executive Committee/Professional Development Committee/Certificate Committee will review all submitted material and approve or deny the application. If the application is approved, the certificate and a letter of recognition will be sent to the recipient, and to the recipient's city/town. All of those receiving certificates will be recognized at the Spring Seminar. If something is missing from your application, you will be notified.

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

Please send copies, we cannot be responsible for the loss of original documents.

Return to: MWDA, 60 Community Drive, Augusta, ME 04330

**Certification in the Fundamentals of General Assistance Administration -
Certification Application**

**EITHER THE APPLICANT OR THE MUNICIPALITY'S
GA ADMINISTRATOR 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 MUST ATTEND EACH TRAINING IN ITS ENTIRETY IN ORDER TO
BECOME CERTIFIED.

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

MANDATORY REQUIREMENTS

ONLY TRAINING CONDUCTED BY THE MAINE WELFARE DIRECTORS
ASSOCIATION QUALIFIES FOR THIS CERTIFICATION.

Basic GA:

Advanced GA:

Date: _____

Date: _____

Location: _____

Location: _____

Signature: _____

Date: _____



MAINE WELFARE DIRECTORS ASSOCIATION

Certification as a Welfare Director / GA Administrator - Certification Procedure

I. Introduction

The purpose for Welfare Directors/General Assistance Administrators to receive this certification 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 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.

III. Certification Procedure

A. **Who should apply?**

An individual who is a current member of MWDA in good standing, and currently administers the General Assistance program. The individual shall have held that position for three (3) years of the five (5) year period that precedes the application date.

B. **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 your 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. The MMA sign in sheet is not proof that the training was attended in its entirety and will not be accepted for certification purposes.

C. **How will the certification process work?**

Members of the Executive Committee/Professional Development Committee/Certificate Committee will review all submitted material and approve or deny the application. If the application is approved, the certificate and a letter of recognition will be sent to the recipient, and to the recipient's city/town. All of those receiving certificates will be recognized at the Spring Seminar. If something is missing from your application, you will be notified.

- **CERTIFICATION IS VALID FOR FIVE (5) YEARS FROM THE APPROVAL DATE.**

Please send copies, we cannot be responsible for the loss of original documents.

Return to: MWDA, 60 Community Drive, Augusta, ME 04330

MAINE WELFARE DIRECTORS ASSOCIATION
Certification as a Welfare Director / GA Administrator - Certification
Guidelines

APPLICANT MUST COMPLETE ALL MANDATORY REQUIREMENTS AND THREE (3) OF THE OPTIONAL REQUIREMENTS. EACH TRAINING MUST BE ATTENDED IN ITS ENTIRETY IN ORDER TO BECOME CERTIFIED.

A. MANDATORY REQUIREMENTS

1. MUNICIPAL GENERAL ASSISTANCE LAW:
Applicant must be currently certified in the Fundamentals of General Assistance Administration.
2. WELFARE DIRECTOR/GENERAL ASSISTANCE ADMINISTRATOR SERVICE:
Applicant must currently serve as a welfare director or general assistance administrator and must have served in that capacity for a period of three (3) years, in the preceding five (5) year period.
3. DEPARTMENT OF HEALTH AND HUMAN SERVICES AUDIT:
The municipality must be in compliance with the most recent DHHS audit.

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.

MAINE WELFARE DIRECTORS ASSOCIATION

Application for a Certified Welfare Director / GA Administrator

APPLICANT MUST CURRENTLY SERVE AS THE MUNICIPALITY'S WELFARE DIRECTOR/G.A. ADMINISTRATOR, AND HAVE HELD THAT POSITION FOR THREE (3) YEARS OF THE FIVE (5) YEAR PERIOD THAT PRECEDES THE APPLICATION DATE; BE CERTIFIED IN ADVANCED GENERAL ASSISTANCE; AND MUST BE A MEMBER OF MWDA IN GOOD STANDING.

Name: _____ Title: _____

Municipality: _____

Telephone: _____ Length of Service in GA Position: _____

CERTIFICATION IS VALID FOR FIVE (5) 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.

Date:

1. Applicant must have completed General Assistance Advanced Training once in the three (3) year period that immediately precedes the application date. Please note that General Assistance Basic Training is a prerequisite for the General Assistance Advanced Training _____
2. Applicant must currently serve as a Welfare Director or General Assistance Administrator, and must have served in that capacity for a period of three (3) years, in the preceding five (5) year period; and must be a member in good standing in the Maine Welfare Directors Association. _____
3. The municipality must be in compliance with the most recent DHHS Audit. _____

B. OPTIONAL REQUIREMENTS

Applicant must meet at least three (3) of the following eight (8) requirements once in the five (5) year period that precedes this application date):

Date:

1. Serve on the MWDA Executive Board or an MWDA Committee and meet attendance requirements. _____

2. Serve on a committee/board/task force/advisory board related to social services, its administration, client populations and any social/political/legal issue that impacts the aforementioned. _____

Note: Serving on an MWDA Committee or the MWDA Executive Board does not meet optional Requirement #2.

3. Public service presentation given in your community which is related to social services. _____

4. Completion of an educational course related to social services. _____

5. Teach or assist with an MWDA Sponsored Training and/or Workshop. _____

6. Attend the Spring Seminar (one day). _____

7. Attend a Membership Training. _____

8. Attend the MMA Convention. _____

Signature: _____

Date: _____

Protocol for MWDA Certifications

1. Certification application is received at MMA.
2. Date stamp certification form.
3. Make sure they are a current member.
4. Make sure they have no outstanding bills. If they do scan Invoice and send to President & Vice President with everything else.
5. Run training records in Personify.
6. Pull existing member file/create new file for new certifications.
7. Scan Certification paperwork and email to President & Vice President (including application, outstanding invoices, and training records from Personify).
8. Put original documents in folder in Certification Area standing up until you get an email back from President & Vice President on approval or not. Print out approval or denial and place in folder from President & Vice President.
9. If denial, President and/or Vice President needs to call member and then email Administrative Assistant II to why denied.
10. If member is approved, email member letter (draft letter & send to President & Vice President for approval) letting them know they are approved, and CC the Town/City Manager/Chair of Selectman. Send Certificate with letter.
11. Certificate: Have CS do up the Certificate and update the Master list. ALWAYS file a copy of the Certificate & email of approval or denial in member folder.
12. Task out monthly to re-stock certification supplies
13. Re-stock using appropriate form colors
14. Keep original in back on white paper with copying instructions

Updated: 8/1/16

Certification Correspondence

April 22, 2014

«First_Name» «Last_Name»
«Contact_Title»
«Entity»
«Address»
«City», «State» «Zip_Code»

Dear «Salutation»:

Congratulations are in order for the «Entity». The Maine Welfare Directors Association has approved «First_Name» «Last_Name» as a «Cert» «Cert_Type». This certification process has required many hours of dedication to achieve. The certification process requires that applicants receive training in a number of courses that relate to their field of expertise.

«First_Name» will be recognized for receiving this certification at the MWDA Spring Conference being held April 27th & 28th, 2015.

The MWDA understands the investment of time and resources it takes to achieve this status by both the recipient and the Municipality. Enclosed you will find your certificate.

Congratulations once again!

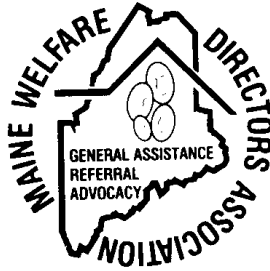
Sincerely,

Chairperson
MWDA Certification Committee

cc: Town Manager/Administrator

Enclosure

CHAPTER VII: MARY FRANCES BARTLETT SCHOLARSHIP, INSTRUCTOR POLICY AND APPLICATIONS



MWDA Mary Frances Bartlett Scholarship Eligibility Requirements

Applicants must:

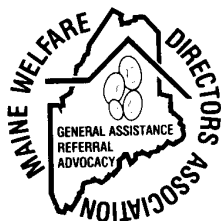
1. Be a current member of MWDA and in good standing. This includes all MWDA bills being current (municipalities with an outstanding bill will not be considered).
2. Demonstrate a need for academic and financial assistance.
3. Submit the required application form and summary sheet to MWDA Professional Development Committee Chair by the required deadline. Applications will not be accepted if they are not received by the deadline.

Scholarship Conditions:

1. Scholarships are for the Spring Seminar for registration and/or accommodations (must be more than 50 miles to receive a scholarship for accommodations).
2. Applicants must apply timely and submit the appropriate forms to be considered for the current year award.
3. The application must be submitted with an original signature and a copy of the MWDA membership card.
4. Applicants shall write a summary that demonstrates the need for financial assistance and describes the applicant's duties and the length of time the applicant has been working in the general assistance field. This summary must include the amount your municipality can contribute.
5. Scholarship recipients/municipalities are ineligible to apply for this scholarship for three (3) years from the date of the last award.
6. Successful applicants who subsequently decline the scholarship do not have to wait three (3) years to reapply.

Scholarship Limitations:

The decision for the amount and the number of scholarships (up to four) awarded is made by the MWDA Board of Directors. Selections will be made based on the availability of funds, financial need, distance of travel (must be more than 50 miles to receive a scholarship for accommodations) and all eligibility requirements being met. The Chair of the Professional Development Committee will notify the successful applicant(s) within seven (7) days of the submission deadline.



Mary Frances Bartlett Scholarship Application

Please print clearly. The application must be submitted by March 31.

Name: _____

Municipality: _____ Title: _____

Address: _____

City, State and Zip Code: _____

E-Mail: _____ Telephone Number: _____

Location & Date of Spring Seminar: _____

| | <u>Total Cost</u> | <u>Town Contribution</u> | <u>Scholarship Request</u> |
|-----------------|-------------------|--------------------------|----------------------------|
| Registration: | \$ _____ | \$ _____ | \$ _____ |
| Accommodations: | \$ _____ | \$ _____ | \$ _____ |

Please note that you will not be eligible for accommodations unless your distance to the Spring Seminar is more than 50 miles.

I certify that the information furnished by me in this application is complete and accurate.

Signed: _____ Date: _____

On a separate sheet of paper, please state in your own words the reasons you believe you qualify to receive this scholarship. Include the length of time that you have been in the general assistance field and describe your related duties. Please include a copy of your budget that shows your training budget.

Please mail application to Joan Kiszely, Maine Municipal Association, 60 Community Drive, Augusta, Maine 04330.

Note: The decision for the amount and the number of scholarships awarded is made by the MWDA Board of Directors. Selections will be made based on the availability of funds, financial need, distance of travel (must be more than 50 miles to receive a scholarship for accommodations) and all eligibility requirements being met. The Chair of the Professional Development Committee will notify all recipients.



Maine Welfare Directors Association (MWDA) Instructor Policy

Any active member interested in being considered by the Certification Committee to serve as an instructor of a MWDA sponsored workshop must meet the following criteria and procedures:

1. Be a member of MWDA in good standing.
2. Hold a current certification under the MWDA Fundamentals of General Assistance.
3. Serve as a student instructor under an experienced instructor for a minimum of Two (2) workshops for each course he/she would like to instruct.
4. Receive a recommendation from the experienced instructor whom he/she has taught with stating that the student instructor is ready to instruct a workshop on his/her own. (This may include a review of evaluation forms.)
5. Receive final approval from the MWDA Executive Committee to instruct a workshop on their own.
6. The instructor list will be reviewed and established annually.

SPECIAL CONDITION: The MWDA Executive Board reserves the right to waive #3, 4 and 5 of the above list of criteria/ procedures for new instructors, if by a majority vote of the MWDA Executive Board, an instructor is approved to instruct a MWDA sponsored workshop based on prior education, work experience, recommendations, and teaching experience; all deemed necessary to be in accordance with the MWDA workshop standards.

NOTE: Instructors will be reimbursed for expenses that are not reimbursed by their municipality.

Maine Welfare Directors Association (MWDA) Instructor Application

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ FAX #: _____

POSITION: _____ # YEARS POSITION HELD: _____

MUNICIPALITY: _____

1. Are you an active member of MWDA in good standing? Yes No

2. Prior municipal experience: _____

3. Prior work experience: _____

4. Education: _____

5. Prior training experience: _____

6. Please list areas you are interested in teaching (e.g., G.A. Basics, G.A. Advanced, other (please explain):

7. Please provide a summary of why you would like to be considered as an instructor for MWDA. (Use back of page, if necessary): _____

Signature: _____ Date: _____

Return to: MWDA, 60 Community Drive, Augusta, ME 04330

CHAPTER VIII: MEMBERSHIP COMMUNICATION

Website

The current calendar of events, by-laws, and newsletters shall be posted as regular feature pages on the MWDA website. 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.

Welcome Letter

Date

Dear New MWDA Member:

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

Member benefits:

- Opportunities to network with your peers
- Opportunities to serve on the MWDA Board and/or committees
- Opportunities to become certified in GA Fundamentals and/or GA Administration
- Opportunities to become a MWDA Instructor
- Notification of any and all MWDA sponsored training and membership meetings
- Reduced member rates for all training
- Access to the MWDA List Serv which provides a facilitated discussion of professional topics and immediate notification of significant events or issues.
- Voting privileges

You may access the Maine Welfare Directors Association web site at www.mainewelfaredirectors.org. The association's website is an easy way for members to keep track of MWDA activities. The website offers resourceful links, sample forms and a vast array of information regarding our association.

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.

Sincerely,

Suesam Packet
President
Maine Welfare Directors Association

Membership Drive Letter

April 1, 2016

The Maine Welfare Directors Association (MWDA) would like to invite you to join this statewide organization. Membership is open to all who determine General Assistance eligibility in the State of Maine.

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 people we serve;
- Actively promote and present our program needs to the Legislature and community by creating a greater public awareness of the importance and the benefits of equitable, efficient and standardized administration of General Assistance.

MWDA Membership - Membership meetings, conventions and seminars, and training in conjunction with the Department of Health and Human Services, are offered at reduced rates.

Training - MWDA training programs provide current and relevant information so that we are all working together toward a goal of statewide uniformity in administering the general assistance laws and guidelines, while enhancing individual professional development and growth. MWDA provides a measurable standard of achievement for our members that is recognized and valued statewide and in each of our communities.

List Serv - MWDA provides a List-Serv to facilitate discussion of professional topics and provide immediate notification of significant events or issues.

Website - The association's website is an easy way for members to keep track of MWDA activities. The website offers resourceful links, sample forms and a vast array of information regarding our association. The web address is: www.mainewelfaredirectors.org.

Legislature - We follow all legislative activity surrounding the general assistance program, with the assistance of our Town/City Managers/Administrators, the Legislative Policy Committee, and Kate Dufour from the Maine Municipal Association (MMA).

Appointed Committees – MWDA is proud of its working relationship with the Department of Health and Human Services and the Legislature, and to be a part of the decision making process by serving on work groups, committees, etc. as a voting member.

MWDA members have voting privileges regarding matters that involve the association; opportunities to serve on the MWDA Board and/or committees; opportunities to become

certified in GA Fundamentals and/or GA Administration; and opportunities to become a MWDA Instructor.

As a member of this very worthwhile organization, you will not only gain the knowledge that is necessary to administer General Assistance accurately and uniformly, but you will discover partnerships and resources that will benefit your community. MWDA serves all municipalities in Maine, both large and small.

Attached for your review is a membership application. The membership is \$30 a year per person, payable to the Maine Welfare Directors Association. For more information, please contact MMA at 1-800-452-8786 or visit www.mainewelfaredirectors.org.

Sincerely,

Suesan Packer
President, Maine Welfare Directors Association

CHAPTER IX: 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.

CHAPTER X: CONTRACT

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 administrative and clerical support services listed below. In addition, this agreement entitles MWDA to use MMA's mailing address (60 Community Drive, Augusta, ME 04330) and telephone reception services in the execution of official MWDA business. This agreement further entitles MWDA to use MMA's internal meeting facilities, when available, to conduct regular meetings of the MWDA Board of Directors. The MMA Affiliate Services Liaison is the designated MMA contact person responsible for providing services under this agreement.

I. General Administrative Services

A. Board Support

MMA shall:

1. Advise and report to the MWDA President or the President's designated representative regarding all matters pertaining to the implementation of official MWDA Board business as specified in the MWDA By-Laws.
2. Format and reproduce agendas and meeting materials for up to five (5) regular meetings of the MWDA Board of Directors. It shall be the responsibility of MWDA to provide the relevant content material to MMA no later than (10) business days prior to the scheduled meeting date.
3. Attend up to five (5) regular meetings of the Board of Directors. (NOTE: MMA will make every effort to staff these meetings. Occasionally, however, when conflicts or other obligations arise, it may not be possible to do so unless the meeting is rescheduled.)
4. Prepare, maintain and distribute minutes after each meeting of the MWDA Board of Directors.
5. Update Administrative Guide under direction of the MWDA President.

B. Membership Services

1. Mail membership renewal invoices the first week in June annually and update member records.
2. Maintain a supply of membership materials.
3. Process dues payments.
4. Respond to or field member telephone inquiries regarding general membership.
5. MMA will provide the following services to produce up to four (4) annual MWDA newsletters. It shall be the responsibility of MWDA to provide all newsletter content no later than three weeks prior to the mail/e-mail of the newsletter. MMA will:
 - a) Assemble the articles/content of the newsletter.
 - b) Reproduce the newsletter.
 - c) Mail/e-mail the newsletter. MMA will e-mail the newsletter to members whose e-mail addresses are included in the member database. All other member newsletters will be sent through the U.S. Postal Service.

6. Provide hosting services for MWDA website. MMA shall:
 - a) Provide space on MMA's web server.
 - b) Register MWDA's domain name and maintain the domain name contract and payments, including the provision of IP addresses and space on both primary and secondary Domain Name Servers, with a third party service provider.
 - c) Update content on MWDA website upon request.

Note: Content changes are defined as any change on the website that does not require any technical code work to the website. This agreement, and the annual hosting fee, includes content changes only. Any design or code changes are billed separately at the rate of \$55.00/hr per staff person.
 - d) Provide one (1) chat list serve for membership use.
 1. All comments and materials posted to the list serv are the sole responsibility of the individual poster. Once posted, comments cannot be removed by the Maine Municipal Association, hereafter referred to as MMA. The MMA strongly recommends that the Maine Welfare Directors Association (hereafter referred to as MWDA) develop, implement and communicate standard Rules of Participation with its membership and regularly monitor its listserv activity for compliance.
 2. MMA does not regularly monitor the listserv, nor does it vet comments prior to, or after, being posted. While MMA reserves the right to remove any user who violates the established Rules of Participation of the MWDA, MMA has no obligation to do so. This obligation belongs to the operating board of the MWDA. If any person believes they may be harmed by comments on the listserv that may be defamatory or disparaging, such person may contact MMA or MWDA to report the violation and request to be unsubscribed from the listserv. Complaints should be forwarded to the President of the MWDA. Including website links in emails is particularly risky. The MMA strongly encourages MWDA to inform its members to check emails personally before including web links in emails, or to avoid the practice altogether.
 3. Use of the listserv by MWDA, its members or any third party recipient, or any of the content contained within it is at will and at one's own risk. MMA is not responsible for the information posted to the listserv. MMA disclaims all warranties with regard to information posted on this listserv, whether posted by MMA or any third party. MMA is not liable for any direct, indirect, punitive, actual, consequential, special, exemplary, or other damages, including loss of revenue or income, pain and suffering, emotional distress, or similar damages, arising from the listserv or any comments on the listserv. 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, including the listserv, pursuant to this agreement and any and all other current agreements.
 4. MMA will not be required to treat any comments as confidential, and may use any postings in its operations or business without incurring any liability for royalties or any other consideration of any kind. All listserv comments may be subject to Maine's Freedom of Access Act or the Federal Freedom of Information Act.
 5. MMA may, in its sole discretion, at any time and for any reason, terminate the listserv service or replace this technology as applicable, or suspend or terminate any person's privilege to use the listserv. MMA will not assume the expense of

either maintaining the listserv or upgrading the technology. Users can unsubscribe at any time according to established procedures.

7. MWDA shall:
 - a) Create, provide and maintain the content on this website.
 - b) Accept responsibility for content and legality of material posted on this site.
 - i. MWDA agrees to use the web site only for lawful purposes
 - ii. MWDA agrees that MMA has unlimited authority to access the web site at any time for any purpose, and that any or all content, records, or electronic communication of any kind may be subject to disclosure under Maine's Freedom of Access Law (1M.R.S.A. Sec. 401 et seq.) or the Federal Freedom of Information Act (5 USC 552 et seq.) and that MMA may disclose any content, records or electronic communication of any kind to satisfy any law, regulation or authorized governmental request.
 - c) Accept responsibility for any increases or additions to the domain name fees that may be required by VeriSign or other service provider during the contract period.

C. Meeting Planning & Training

MMA shall provide the following assistance to the MWDA for planning and supporting up to seven (7) Workshops/Training Sessions/Conferences.

1. Meeting Facilities. MMA shall:
 - a. Obtain proposals from up to 3 meeting facilities suitable to accommodate the meeting.
 - b. Negotiate pricing with the selected facility on behalf of MWDA.
 - c. Work with selected facility to make all necessary contractual and logistical arrangements.
 - d. Follow up with facility to ensure correct billing.
2. Speakers. MMA shall:
 - a. Correspond with selected speakers to confirm their participation, travel requirements and presentation requirements.
 - b. Generate and process paperwork to reimburse travel costs and pay speaker fees.
3. Meeting Materials and Support. MMA shall:
 - a. Design, reproduce and distribute one (1) promotional brochure and advance registration materials for each event.
 - b. Receive meeting registrations and create a registration list.
 - c. Generate and provide name badges from the registration list.
 - d. Provide meeting signage, evaluation forms and other related meeting materials.
 - e. Provide one (1) MMA staff member for on-site meeting management.
 - f. Respond to member telephone inquiries regarding registration and meeting details.
4. Recordkeeping. MMA shall:
 - a. Tabulate and maintain speaker evaluation information.
 - b. Maintain MWDA Certification Program records.
5. Process certification paperwork. Receive certification applications from MWDA members; date stamp, copy, and stamp the applications; send the applications to the

Professional Development Committee Chair (1st Vice President). After approval by the Professional Development Committee Chair, prepare certificates to be distributed at the annual New England Management Institute meeting.

6. Process accounts payable and accounts receivable.
7. MWDA shall:
 - a. Provide all event/meeting information to MMA Affiliate Liaison no less than twelve (12) weeks prior to the confirmed event/meeting date to ensure staffing and workflow planning of administrative staff. Information received with less than twelve (12) weeks notice may result in additional fees for service. The MMA Affiliate Liaison may also decline support services for the event/meeting if proper notice is not given.
 - b. Coordinate all activity for an event/meeting through the MMA Affiliate Liaison. If the MWDA coordinates an activity without MMA staff involvement, MWDA understands that this event/meeting will not be supported or attended by MMA staff nor will MMA keep records of this event/meeting in its tracking systems. In addition, MMA shall not be responsible for processing post event/meeting work, including, but not limited to, training records, invoicing, payment processing, evaluation summaries, etc. In the event that MMA staff agrees to provide post event/meeting support, the additional time and expense will be billed according to Section (E) "Additional Services" of this agreement. MMA is not responsible for inaccuracy of records that have been provided by MWDA for events/meetings at which MMA staff is not present or providing support services for.

D. Accounting and Financial

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

1. Maintain the MWDA checking and savings account.
2. Accounts Payable invoices will be sent to the active Treasurer of the MWDA on a regular (bi-weekly, or sooner) basis. MMA will fill out a check request form and attach it to the original invoice. MMA will then forward copies of the check request form and invoice to the active Treasurer. The active Treasurer will review and approve the check request form and return it, or a mutually agreed upon electronic approval form, promptly to the MMA. Payment of invoices will not commence until check requests have been approved by the MWDA Treasurer.
3. Prepare and send monthly financial reports to the MWDA Treasurer.
4. Prepare and file IRS Tax Forms 990 and 1099 on behalf of MWDA. The IRS Tax Forms 990 and 1099 will be signed and authorized by the MWDA Treasurer.
5. Provide monthly invoices for MMA expense and service reimbursements for approval by the MWDA Treasurer.
6. Prepare and file the annual Secretary of State 401C filing.

E. Record Retention/Storage

MMA provides limited storage space to all affiliate associations who are currently in administrative agreement with MMA. All items in storage are the property of the affiliate association and can be accessed by appointment during business hours as identified in Section IV of this agreement. Appointments should be made through the MMA Affiliate

Liaison. MWDA is required to review these stored records annually by February 28 of each contract year and dispose of any items not needed. Should MWDA decline to review the records in storage according to this policy, MWDA understands that MMA will dispose of any records not required by State and/or Federal Guidelines according to MMA's adopted record retention policy unless notified by the MWDA President by February 28 of each year. MWDA may request a copy of MMA's record retention policy from the MMA Affiliate Liaison. MMA is not liable for any items held in its storage facility due to building damage. MMA reserves the right to limit storage space in order to accommodate all affiliate associations under current agreement. MMA is not responsible for renting, leasing or purchasing offsite storage space if the MWDA requires additional storage than allotted on MMA premises.

F. 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, additional workshops or training sessions or meetings, newsletter publishing, or other projects beyond the scope of services provided under Section I.

II. The MWDA agrees:

- A. To designate an MWDA representative to serve as the primary contact person for MMA and to authorize this representative to act on behalf of the MWDA in providing guidance on routine matters which would not involve substantive changes in this agreement.
- B. That the obligations of MMA are limited to those services stipulated in Section I.
- C. That the MWDA Treasurer will:
 - 1. Approve all payment requests before submission to MMA for payment.
 - 2. Approve reimbursement to MMA upon receipt of billing as provided in Section I above.

III. Terms and Conditions

- A. This Purchase of Service Agreement shall be effective as of January 1, 2016 and shall remain in full force and effect until December 31, 2016. Should either party feel that the other party is not living up to the terms of the contract, the contract may be canceled with sixty (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. MMA supports the use of volunteers by the MWDA to further the purpose and goals of MWDA. MWDA expressly acknowledges that such volunteers are exclusively volunteers for MWDA, and MMA has no obligations or responsibilities regarding such volunteers. All MWDA volunteers shall receive their assignments and general direction from the MWDA

President. MWDA agrees to hold MMA harmless for any and all work performed by any volunteer. MMA, in its sole discretion and notwithstanding anything to the contrary contained in this agreement, reserves the right to limit use of the MMA facilities for volunteer work.

- D. 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.
- E. In the event both parties prior to the expiration of the current contract have not negotiated a contract, the parties hereto specifically agree that the present contract shall remain in full force and effect until a new agreement shall have been successfully negotiated. Payment shall remain the same until a new contract is negotiated. The first MMA invoice for services under a new contract will be retroactive to the effective date of that contract.

IV. 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, above. Mileage will be reimbursed at the Federal allowable rate. Charges for Administrative Services and Executive Services as outlined in Section I of this agreement will be in the amount of \$5311.00 annually to be billed monthly. These charges include \$500 for website hosting. MMA staff is available to support the MWDA President and Membership during customary work hours which are defined as 8:00am-4:30pm EST Monday-Friday, excluding holidays observed by the MMA.
- B. That staff charges for services agreed to by MMA and MWDA which are in addition to or outside of the scope of those specified in Section I, will be billed at an hourly rate of \$50.00. Website design services as agreed to under Section I will be billed at an hourly rate of \$55.00.
- C. Travel Expenses for MMA Staff: When travel is required of an 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. MWDA will reimburse MMA at the Federal allowable rate.

President, Maine Welfare Directors Association

Date

Executive Director, Maine Municipal Association

Date