

2010 STANDING COMMITTEES and DUTIES

<u>CONFERENCE COMMITTEE</u>	<u>PRIZE COMMITTEE</u>
<i>Act as a liaison with the hotel including, but not limited to, logistics of meeting rooms, detail of activity flow, scheduling of meetings, set-up of banquet. Committee shall include Host County Register. Ideal committee size is 5</i>	<i>This committee shall obtain attendance prizes/gifts for the Annual Conferences. Ideal committee size is 4.</i>
Lorie Sorensen Smith, Wexford County (Chair)	Nancy Hutchins, Branch County (Chair)
Jerry Czaja, Kent County	Julie Atkinson, Midland County
Lori Kimble, Shiawassee County	Sue Stoffel, Leelanau County
Gary Scholten, Ottawa County	
Kathy Haiker, Ottawa County	
Vicki Daniels, Lenawee County	
<u>PROGRAM COMMITTEE</u>	<u>REGISTER OF THE YEAR/NOMINATIONS</u>
<i>Responsible for arranging Education Programs, including guest speakers, social events, New Officer training and all other activities, for MARD & UCOA Conferences. District Chairs and Legislative Committee should offer program ideas in order to meet the needs of all members. Vendor Committee should coordinate with this committee identifying all Vendors attending Conferences. Ideal committee size is 8.</i>	<i>The committee shall select the 'Register of the Year, based on criteria formulated by the Board of Directors, from nominations from other Registers, or the committee. This award, if deemed appropriate shall be presented at the Annual Meeting. The committee may also present special Recognition Awards based on tenure, retirement, special activity or for other reasons deemed appropriate. Ideal committee size is 5.</i>
Bambi Somerlott, Hillsdale County (Chair)	Nancy Crawford, Osceola County (Chair)
Bernie Youngblood, Wayne County	Mindy Reilly, Jackson County (Co-Chair)
Joyce Watts, Allegan County	Melissa DeVaugh, Lapeer County
Darla Burghdoff, Barry County	Sharon Brown, Isabella County
Jerry Czaja, Kent County	Joyce Watts, Allegan County
Jim Dries, Washtenaw County	
<u>RESOLUTIONS COMMITTEE</u>	<u>HISTORIAN COMMITTEE</u>
<i>The committee shall prepare Resolutions to present at any Conference, when deemed necessary, as approved by the President. Ideal Committee size is 4.</i>	<i>The Historian shall be the official keeper of all records, books, etc. of this Association that the Board determines are of historical value. The Historian shall be appointed by the President and serve until he/she resigns or is no longer a member of this Association.</i>
Melissa DeVaugh, Lapeer County (Chair)	Melissa DeVaugh, Lapeer County
Darla Burghdoff, Barry County	<u>UCOA REPRESENTATIVE - 2 YEAR TERM</u>
Sally Reynolds, Livingston County	Sharon Brown, Isabella County (2009-2010)

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VENDOR COMMITTEE	PUBLIC RELATIONS
<p><i>Liaison with Vendors. Responsible for maintaining current list of Vendors, contacting them and arranging for their displays at the conference. Committee is also for mailing and receiving Vendor registration forms for all conference.</i></p> <p><i>Ideal committee size is 5.</i></p>	<p><i>The committee shall prepare information releases to the media as required, also communicate and invite Legislators to the legislative reception. Public relations events shall be planned and arranged as required an approved by the President.</i></p> <p><i>Ideal committee size is 3</i></p>
Gary Scholten, Ottawa County (Chair)	Bernie Youngblood, Wayne County (Chair)
Lori Kimble, Shiawassee County (Co-Chair)	Jerry Czaja, Kent County
Karen Hahn, Mecosta County	Sue Stoffel, Leelanau County
Kathy Haiker, Ottawa County	
PUBLICATIONS COMMITTEE	REGISTRATION COMMITTEE
<p><i>The committee shall be responsible for producing a regularly scheduled publication of Association activities. Committee is responsible for maintaining and updating MARD website. District Chairs update the committee chair as to member events. District Chairs are the members of this committee.</i></p>	<p><i>Responsible for mailing and receiving registrations for educational conference from members and retirees. Collect money for registration, meals, pictures, special events, etc. Sets up and maintains registration desk at conference, including preparation and distribution of registration packets.</i></p> <p><i>Ideal committee size is 8</i></p>
Melissa DeVaugh, Lapeer County (#5) (Chair)	Vicki Daniels, Lenawee County (Chair)
Pat Manley, Marquette County (#1)	Lori Kimble, Shiawassee County
Patty Niepoth, Antrim County (#2)	Sandra Moore, Crawford County
Vicki Roupe, Bay County (#3)	Karen Hahn, Mecosta County
Darla Burghdoff, Barry County (#4)	Barb Runyon, Cass County
	Carolyn Bater, Lenawee County
	Jeri Winton, Oscoda County
BUDGET COMMITTEE	AUDIT COMMITTEE
<p>The budget committee shall be chaired by the 3rd Vice President and shall include the Treasurer and at least one other member appointed by the President. The committee shall prepare an Annual Budget to be presented to the membership at each Annual Conference.</p> <p>The ideal committee size is 3 to 6.</p>	<p>The committee shall be chaired by the 2nd Vice President and shall include two additional members appointed by the President. The committee shall meet and audit books of the Association prior to the Annual Conference and shall present a report to the membership.</p>
Nancy Hutchins, Branch County (Chair)	Vicki Daniels, Lenawee County (Chair)
Lori Kimble, Shiawassee County	Sandra Moore, Crawford County
Darla Burghdoff, Barry County	Bernie Youngblood, Wayne County

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SITE COMMITTEE - 2011	SITE COMMITTEE - 2012
<p><i>Presents available sites for the Annual Conference including room rates, available dates and meeting space. The committee shall make recommendations concerning sites for the Annual Conference two years prior to the Conference.</i></p> <p><i>Ideal committee size is 8</i></p>	<p><i>Presents available sites for the Annual Conference including room rates, available dates and meeting space. The committee shall make recommendations concerning sites for the Annual Conference two years prior to the Conference.</i></p> <p><i>Ideal committee size is 8</i></p>
Bambi Somerlott, Hillsdale County (1st V.P.)	Vicki Daniels, Lenawee County (2nd V.P.)
Vicki Daniels, Lenawee County	Sharon Brown, Isabella County
Bernie Youngblood, Wayne County	Kathy Haiker, Ottawa County
Sharon Brown, Isabella County	Bambi Somerlott, Hillsdale County
Kathy Haiker, Ottawa County	Lori Wilson Mazzola, Montcalm County
Lori Jarvis, Berrien County	Lori Jarvis, Berrien County
Mindy Reilly, Jackson County	Sandra Moore, Crawford County
Sandra Moore, Crawford County	Barb Runyon, Cass County
LEGISLATIVE COMMITTEE	
<p><i>The committee shall annually prepare a platform of legislative priorities to be presented to the Board of Directors at its Annual Board Meeting. The committee revises and/or prepares legislation, attends functions of the various legislative bodies and issues position statements on behalf of the Association when appropriate. The committee activities shall be open to all members of the Association. Notice of the committee activities shall be given to the Chair of the Committee. The committee chair shall initiate such activities as shall be required to achieve the purposes of the Association. Ideal committee size is 10.</i></p>	
Mildred Dodak, Saginaw County (Chair)	Vicki Daniels, Lenawee County
Joyce Watts, Allegan County (Co-Chair)	Bambi Somerlott, Hillsdale County
Lorie Sorensen-Smith, Wexford County	Lori Wilson-Mazzola, Montcalm County
Bernie Youngblood, Wayne County	Lori Jarvis, Berrien County
Sharon Brown, Isabella County	Cynthia Jarratt, St. Joseph County
Jerry Czaja, Kent County	Linda Landheer, Newaygo County
Melissa DeVaugh, Lapeer County	Rose Bogardus, Genesee County
Curtis Hertel, Jr., Ingham County	
	IACREOT MICHIGAN DELEGATE
	Bernie Youngblood, Wayne County

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STANDARDIZATION AND REVIEW COMMITTEE

*This committee is made up of **MARD By-Laws, Record Retention, MARD Manual**, and assisting the membership on current procedures, policies, and current laws. This Committee shall meet as needed. The By-Laws for MARD contains official rules and operating procedures for the Association. The By-Laws, together with **Robert's Rules of Order**, provide the framework and guidance for the operation of the Association. It is the responsibility of this committee to periodically review the By-Laws to ensure that the operating procedures and policies contained therein comport to existing laws of the State and promote efficient and effective operation of the Association. The committee members must also make themselves familiar with the current By-Laws in order to assist any members in need of direction, and report to the President of the Association if procedures are not being followed so that the President can confer with the Board of Directors to determine: **1)** Whether the By-Laws are being adhered to, and if not, why not. **2)** Whether it would be in the best interest of the Association to return to the procedures as outlined in the By-Laws, adopt language to clarify the procedures or to amend the By-Laws to enact new rules that enable the Association to operate more effectively. The committee drafts the language for amending the By-Laws and reports back to the Board of Directors for review and approval before being presented to the membership. The Board presents the recommended By-Laws to the membership for adoption; the approved changes are incorporated into By-Laws. Record Retention Schedule was updated and approved by the State in 2006. The issues of records retention should be revisited periodically. The MARD Manual was updated and converted to a PDF file in 2008, for members accessibility and quick easy updates. The Manual should be updated and kept current with the applicable statutes and Attorney General Opinions. All updates and additions to the manual should assist members with the duties charged in the office of the Register of Deeds. Ideal committee size is 8 to 10.*

Nancy Crawford, Osceola County (Chair)	By-Laws
Joyce Watts, Allegan County	By-Laws
Mindy Reilly, Jackson County (Chair)	Manual
Bernie Youngblood, Wayne County	Manual
Lorie Sorensen-Smith, Wexford County	Manual
Patty Niepoth, Antrim County	Manual
Lori Jarvis, Berrien County	Manual
Diane Adams, Ionia County (Chair)	Task
Michele Stine, Emmet County	Task
Kathy Haiker, Ottawa County	Task
Bambi Somerlott, Hillsdale County (Chair)	Return Doc. Letter
Sharon Brown, Isabella County	Return Doc. Letter

PAC COMMITTEE

In 2005 'Registers for Good Government' was established as the MARD Political Action Committee. The intent was to work with the Legislative Committee in an effort to become a higher profile group within the Legislative process and political arena. The committee is responsible for holding one silent auction during the summer Conference and other fund raisers as suggested (50/50 etc). Following the recommendations of the Legislative Committee, contributions are made in support of Legislation and/or political candidates. Tri-annual reporting statements shall be filed with the State Bureau of Elections.

Nancy Hutchins, Branch County (Chair)	Patty Niepoth, Antrim County
Mildred Dodak, Saginaw County	