

ASSOCIATE MEMBER REPRESENTATIVE ON THE MSBO BOARD

The Associate Member Representative provides the Associate Member perspective to the MSBO Board of Directors and supports communication between Associate Members and MSBO leadership. The Representative serves as a non-voting member of the MSBO Board and as Chair of the Associate Member Committee, in accordance with Board Policy A6: Associate Member Representative.

Core Responsibilities and Leadership Expectations

The Associate Member Representative:

Represents Associate Members: Brings relevant perspectives, concerns, and recommendations to the Board regarding the Associate Member experience and matters affecting Michigan school districts.

Chairs the Associate Member Committee: Works with the Committee and MSBO staff to identify issues, develop recommendations, and support communication with Associate Members and MSBO. Maintains regular communication with the Committee and staff and remains actively engaged throughout the year.

Leads New Exhibitor Orientation: Works with MSBO staff and the Associate Member Committee to lead the New Exhibitor Orientation, welcome new exhibitors, and help them understand MSBO conference expectations, culture, resources, and opportunities for engagement.

Provides Advice and Assistance: Provides advice and assistance related to conferences, exhibit shows, Associate Member engagement, and other matters requested by MSBO leadership.

Participates on the MSBO Board: Attends and participates in MSBO Board meetings as a non-voting member.

Contributes to eNews & Views: Writes an article for one edition each year, with assignments coordinated at the May Board meeting. eNews & Views is published monthly from September through May.

Acts in the Best Interests of MSBO: Acts in the best interests of MSBO and Michigan school districts, rather than advancing the interests of an individual company or competitive sector.

Qualifications

The MSBO Board appoints the Associate Member Representative considering the following qualifications:

Sustained, active professional involvement with MSBO and/or MSBO Members;

Current MSBO Associate Membership;

A current employee by a company actively engaged in business with public schools; and

The employing company or individual must have been an exhibitor at an MSBO Annual Conference for three (3) years prior to appointment.

In evaluating candidates, the Board may also consider participation in MSBO conferences, committees, educational programs, or other association activities; leadership or advisory experience; familiarity with the needs of Michigan school districts; and professional reputation within the MSBO community.

Candidates are expected to have sufficient employer support to fulfill the responsibilities of the position.

Appointment and Term

The Associate Member Representative is appointed by the MSBO Board for a three-year term and may be reappointed for one additional consecutive three-year term, for a maximum of six years of service. Reappointment is not automatic. A Representative interested in a second term should communicate that interest to the Executive Director for consideration by the Board.

The Representative serves at the discretion of the MSBO Board. The Board may end an appointment before the conclusion of a term by majority vote.

A vacancy may occur because of non-reappointment, resignation, expiration of the maximum six years of service, termination by the Board, loss of eligibility, or another circumstance creating a vacancy.

Selection Process

When a vacancy is anticipated, the MSBO Board establishes an application and selection process. The Board or its designated ad hoc committee reviews applications and conducts candidate interviews. Appointment is the responsibility of the MSBO Board; the Associate Member Committee does not select or appoint the Representative.

The application and timeline from the most recent selection cycle are included in Appendix C for reference. Dates and procedures for a future selection cycle will be established by the MSBO Board when a vacancy is anticipated.

Transition

When a new Representative is appointed, the outgoing Representative, Executive Director, and MSBO staff should provide an appropriate transition before the incoming Representative assumes the position. The transition should begin promptly following appointment and should include orientation to Board responsibilities, the Associate Member Committee, current Associate Member issues and initiatives, conference and exhibitor activities, and other matters necessary to support continuity.

The incoming Representative should be appointed and begin this transition in sufficient time to participate in the New Exhibitor Orientation, typically held in February. Participation in this meeting provides an early opportunity for the incoming Representative to become familiar with new exhibitors, Associate Member questions, and the onboarding role associated with the position.

The outgoing Representative continues to serve in the official Board and Committee Chair roles through the Annual Conference, while the incoming Representative participates in designated transition and onboarding activities prior to formally assuming the position.

APPENDIX C

Associate Member Representative Application — 2026–27 Selection Cycle

2026–27 Selection Timeline:

Date	Activity
October 2, 2026	Applications open
October 4–6, 2026	MSBO Facilities/Operations Conference & Exhibit Show
November 19, 2026	Associate Member Committee meeting
November 20, 2026, at noon	Application deadline
Week of November 23, 2026	Applications are reviewed and finalists identified by the MSBO Board or its designated ad hoc committee. Finalists will be contacted regarding the December interview.
December 3, 2026	Finalist interviews conducted in person at the MSBO Office in Lansing in conjunction with the MSBO Board meeting.
February 12, 2027	Anticipated appointment of the incoming Associate Member Representative by the MSBO Board.
Mid-February 2027	Incoming Representative participates in New Exhibitor Orientation and leadership transition activities.
April 20–22, 2027	MSBO Annual Conference & Exhibit Show. The outgoing Representative serves through the conference, and the incoming Representative formally assumes the Board and Associate Member Committee Chair roles at the closing session.