



Member Public Service Committee Report September 2015

I wish to thank the Board for giving me the privilege and honor of serving as the Chair of the MPS committee. My first month has been spent in learning about MPS and how it functions. I have drafted the following job description for this position and am requesting Board approval and/or modification.

Member and Public Services Committe Chair Job Description.

a/To prepare and load a monthly report to the Repository during the week preceding the Monthly ACA Board Meeting and to give a verbal report in under five minutes to the monthly Board meeting when requested.

b/To monitor the operations of the MPS Special Worker and report to the Board any suggestions for improvement of these services.

c/To carry out the duties of the MPS Special Worker in the event the MPS Special Worker is unable to perform her duties and to report all interactions with members and the public to the Board for their approval and comments.

d/Get Committee Chair/Board approval when making requests for actions by Special Workers.

e/Other duties as to be assigned by motions of the Board in the future.

I have been trained by the MPS Special Worker, thank you Denise, on how to handle to incoming messages and have acquired the capability of handling incoming messages. I do have a strong concern that other time constraints of mine will limit my ability to handle ALL the incoming messages in a timely manner when the MPS Special worker happens to be unavailable. I am requesting the Board to address this issue. My plans for next month are to develop a purpose description for the MPS Committee for the board to review and approve. With Board approval ,I also plan to initiate a monthly conference call between members of the MPS Committee. With board approval, I would also like to start a call for volunteers to work alongside the MPS Special Worker to handle incoming messages and perhaps assist when the Special Worker is not availble Your comments and suggestions are welcomed John M MPS Commitee Chair.

Respectfully submitted

John M

Member and Public Service Committee Chair.