



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

**TO: Key Municipal Officials**

**FROM: Nicholas Mavodones, MMA Immediate Past President  
Chair, MMA Nominating Committee**

**DATE: May 12, 2008**

**RE: Election Process Begins for MMA Executive Committee**

***Please distribute a copy of this notice to each member of your Board of Selectmen / Council and place on the agenda for your next local meeting.***

MMA President Anne Swift-Kayatta has appointed the 2008 MMA Nominating Committee, as stipulated in the Bylaws of the Maine Municipal Association. The Nominating Committee is charged with putting forth a Proposed State of MMA Executive Committee and Vice President nominations for consideration and election by member municipalities. The timetable for the nomination, petition and election process is available in the latter part of this memorandum. A listing of the MMA Nominating Committee is also attached for your reference.

## **Service on the MMA Executive Committee (BLUE FORM)**

The 2008 MMA Nominating Committee is seeking recommendations for candidates to serve on the MMA Executive Committee. We encourage individuals interested in serving our Association to respond by either recommending yourself or another municipal official who is willing and able to serve on the MMA Executive Committee. To make a recommendation, please complete the attached Statement of Interest Form for Service on the MMA Executive Committee.

The following municipal officials are eligible:

- Any "municipal officer" as defined by state law, in an active member municipality. *This means the mayor and alderman or councilors of a city, the selectmen or councilors of a town, and the assessors of a plantation.*
- Any town or city manager or chief appointed administrative official in an active member municipality.

For your reference, we have enclosed a Job Description outlining the duties and responsibilities of the MMA Executive Committee. The deadline for receipt of the Statement of Interest Form for Service on the MMA Executive Committee is **4:30 p.m. on Friday, June 6, 2008.**

**MMA Vice President Position (GREEN FORM)**

The 2008 MMA Nominating Committee is also seeking candidates interested in serving as the MMA Vice President. There are three major responsibilities of the MMA Vice President:

- To facilitate MMA Executive Committee meetings or member events in the absence of the current MMA President;
- To serve as the Chair of the MMA Legislative Policy Committee; and
- To be next in line to serve as the MMA President.

The following municipal officials are eligible:

- Any municipal official who has served at least 12 consecutive months on the MMA Executive Committee during the past five years. Please note that this municipal official does not need to be seated as a current MMA Executive Committee member. It is also important to note that elected officials should only apply if they intend to continue to serve in local office for the next two years.

If you are interested in being considered and interviewed for the MMA Vice President position, please complete the Statement of Interest Form and contact Theresa Chavarie at 1-800-452-8786 ext. 211 to be placed on the Nominating Committee interview schedule for the morning of **Monday, June 9, 2008**. The Statement of Interest Form is also available on the MMA website at [www.memun.org](http://www.memun.org).

The deadline for receipt of the Statement of Interest Form for the MMA Vice President Position is **4:30 p.m. on Friday, June 6, 2008**.

The following is an overview of the nomination, petition and election process schedule:

June 6 – 4:30 p.m.	Deadline for receipt of Statement of Interest Form for MMA Executive Committee and Vice President position
June 9 – 9:00 a.m.	MMA Nominating Committee meets to consider candidates for the MMA Executive Committee and the Vice President position
June 16	Proposed Slate of nominees for the MMA Executive Committee & Vice President position will be mailed to each member municipality, along with information on the petition process.
July 7 – 4:30 p.m.	Deadline for nominations by petition.
July 16	Official Voting Ballots will be mailed to each member municipality
August 15	Deadline for receipt of Official Voting Ballots
August 15	Official Voting Ballots counted in open process and overseen by MMA President at the MMA Office Building.

Thank you for your continued interest and support of the Maine Municipal Association. If you have any questions regarding the process or schedule, please contact Theresa Chavarie or David Barrett at the MMA office at 1-800-452-8786 or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org).

Enclosures: Statement of Interest Forms  
Job Description for MMA Executive Committee

**Maine Municipal Association  
Nominating Committee  
2008**

**Past Presidents**

Chair Nicholas Mavodones, Councilor  
City of Portland  
79 Chenery Street, Portland, ME 04103  
Tel: 774-7871 x108 (work)  
Fax: 774-7875  
Email: [nickm@cascobaylines.com](mailto:nickm@cascobaylines.com)

Mr. John E Madigan Jr., Town Manager  
Town of Mexico  
PO Box 251, Mexico, ME 04257-0251  
Tel: 364-7971 (town office)  
Fax: 364-5685  
E-mail: [jmadigan@mexicomaine.net](mailto:jmadigan@mexicomaine.net)

**Elected Officials**

Jeffrey Robinson, Sr., Mayor  
Town of Bucksport  
PO Box 298, Bucksport, ME 04416  
Tel: 469-7925 (home)  
Fax: 469-7369  
E-mail: None Available

Mr. Errol (Abe) Additon, Selectman  
Town of Leeds  
1105 Church Hill Rd, Leeds, ME 04263  
Tel: 946-5161 (home); 524-5171 (town office)  
Fax: 524-2451  
E-mail: [townofleeds@fairpointnet](mailto:townofleeds@fairpointnet)

**Affiliate Group President or  
Town/City Manager or  
Chief Appointed Official**

Diane Barnes, City Manager  
City of Calais  
PO Box 413  
Calais, ME 04619-0413  
Tel: 454-2521 ext. 11  
Fax: 454-2757  
E-mail: [manager@calaismaine.org](mailto:manager@calaismaine.org)

**MMA Staff**

Theresa Chavarie, Manager, Member Relations & Executive Office  
David Barrett, Director, MMA Personnel Services & Labor Relations  
Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330  
Tel: 1-800-452-8786 FAX: 626-3358  
E-Mail: [dbarrett@memun.org](mailto:dbarrett@memun.org)  
E-Mail: [tchavarie@memun.org](mailto:tchavarie@memun.org)

**Maine Municipal Association  
Executive Committee**

**STATEMENT OF INTEREST FORM  
SERVICE ON THE MMA EXECUTIVE COMMITTEE**

**Deadline for Receipt – 4:30 p.m. on Friday, June 6, 2008**



**Please answer each question completely.**

**Name of Candidate:** \_\_\_\_\_

**Municipal Position:** \_\_\_\_\_ **Years in Position:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Preferred Mailing Address:** \_\_\_\_\_

**Work or Office Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Mobile/Cell Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Professional And Municipal Experience** – Please include work experience, appointments to municipal/agency/organizational boards, and volunteerism (provide position title and year(s) of service):

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**Previous Involvement With the Maine Municipal Association** – MMA Legislative Policy Committee, Governance Boards, Ad Hoc Committees, Municipal Leadership Program, etc., (provide dates of service, if available):

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**Other Information** – Occupation, education, other activities of interest, awards, etc.

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**What Attributes Do You Believe You or Your Candidate Will Bring To The Maine Municipal Association?**

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**The MMA Executive Committee Job Description provides information on the attendance policy for the MMA Executive Committee. Do you have a full understanding of the time commitment involved in serving on the MMA Executive Committee?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

*If you are making this recommendation on behalf of someone other than yourself, please complete the following information so that we may contact you if more information is needed.*

Name: \_\_\_\_\_ Daytime Tel #: \_\_\_\_\_  
Position: \_\_\_\_\_ Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_

**Please submit no later than 4:30 p.m. on Friday, June 6, 2008**

*MMA Nominating Committee  
c/o Executive Office  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: (207) 626-3358 or (207) 626-5947  
E-mail: [tchavarie@memun.org](mailto:tchavarie@memun.org)*

# Maine Municipal Association Executive Committee

## Job Description

The Maine Municipal Association is a non-profit organization providing an array of professional services and insurance related programs to its members. The Executive Committee is the Association's corporate board, and has overall governance and fiduciary responsibility for MMA, including its annual operating budget of approximately \$9.7 million and custody of over \$100 million in assets.

### About The Executive Committee

- The Committee is created by the bylaws of the Maine Municipal Association to serve as the corporate governing body for the Maine Municipal Association;
- Elections for the MMA Executive Committee are held on an annual basis and voted upon by the full membership;
- The Committee is composed of twelve elected or appointed municipal officials including a President, Vice President, Immediate Past President and nine Executive Committee members; and
- Officers serve one-year terms and members are elected to three-year staggered terms, unless filling a vacant seat on the Committee.

### Time Commitment

Service on the MMA Executive Committee requires a substantial time commitment. There is an attendance policy in the MMA bylaws that states:

*“If any member or member-elect of the Executive Committee is absent from more than three meetings of the Executive Committee ... within a calendar year, the position of that member shall be deemed to be vacant, unless declared otherwise by a majority vote of the full membership of the Executive Committee, excepting that member, and the vacancy filled in accordance with this section.”*

Members are expected to attend:

- The regular monthly meetings, which are usually held in Augusta on Wednesdays or Thursdays from 9:00 a.m. – 3:00 p.m.;
- A 2-day September strategic planning meeting that is most often held in the municipality of the current MMA President;
- The MMA Annual Convention held in October; and
- Any additional subcommittee and/or ad hoc committee meetings as needed. Service on subcommittees (such as the MMA Strategic & Finance Committee) may entail an additional 4-6 meetings during a calendar year.

## **Responsibilities**

The major responsibilities of the MMA Executive Committee include:

- Establishing the mission and setting the direction for the organization;
- Planning for the future of MMA, including setting short and long-term goals;
- Representing the organization to external parties;
- Serving as an ambassador to MMA members and representing the interests of all municipalities;
- Hiring the MMA Executive Director;
- Evaluating the performance of the MMA Director;
- Providing overall governance of the organization;
- Providing financial oversight of MMA, including adoption of the budget, and retaining the auditor;
- Developing and amending MMA policies
- Establishing and maintaining a system for building consensus among the members;
- Attending the MMA Annual Convention;
- Serving as Trustees of the MMA Workers' Compensation Fund and the MMA Unemployment Compensation Fund; and
- Serving as the nucleus of the governing board for the MMA Property & Casualty Pool Program.

## **Qualifications**

- Must be a town or city manager or chief appointed administrative official in an active member municipality; or
- A "municipal officer" as defined by state law, in an active member municipality. This means the mayor and aldermen or councilors of a city, the selectmen or councilors of a town, and the assessors of a plantation; and
- The ability to serve a three year-term; and
- Basic knowledge and/or interest in the corporate operations of the Maine Municipal Association; and
- Although not necessary, prior experience on other governing boards and/or involvement in the Maine Municipal Association.

***For more information on the commitment and responsibilities of MMA Executive Committee members, please contact MMA staff member Theresa Chavarie at 1-800-452-8786 or locally at 623-8428.***

**Maine Municipal Association  
Executive Committee**

**STATEMENT OF INTEREST FORM  
VICE PRESIDENT POSITION**

**Deadline for Receipt – 4:30 p.m. on Friday, June 6, 2008**



**Please answer each question completely.**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Years in Position:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Work or Office Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Mobile/Cell #:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Involvement on the MMA Executive Committee** – include the number of years you have served on the Executive Committee and any appointments to ad hoc committees and/or subcommittees.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professional And Municipal Experience** – include work experience, appointments to municipal/agency/organizational boards, and volunteerism (provide position title and year(s) of service):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been involved with MMA through service on other committees?

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What attributes do you believe you will bring as an officer of the Maine Municipal Association?

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Do you believe that serving three additional years (*vice president, president and past president*) may be a concern for your municipality?

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**Please submit no later than 4:30 p.m. on Friday, June 6, 2008**

*MMA Nominating Committee  
c/o Executive Office  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX (207) 626-3358 or (207) 626-5947  
E-mail: [tchavarie@memun.org](mailto:tchavarie@memun.org)*

## **Description of MMA Vice President Position**

Any municipal official who has served at least twelve consecutive months on the MMA Executive Committee during the past five years is eligible to serve as the MMA Vice President. Please note that this municipal official does not need to be seated as a current MMA Executive Committee member. It is important to note that elected officials should only apply if they intend to continue to serve in local office over the next two years.

There are three major responsibilities of the MMA Vice President:

- To facilitate MMA Executive Committee meetings or member events in the absence of the current MMA President;
- To serve as the Chair of the MMA Legislative Policy Committee; and
- To be next in line to serve as the MMA President.