

III BOARD POSITION DESCRIPTIONS

3.1 Tasks to be completed by all members

1. Regularly attend board meetings and important related meetings
2. Be knowledgeable of the bylaws and consortium mission
3. Stay informed about committee matters
4. Be well prepared for Board meetings
5. Review and comment on minutes and reports
6. Volunteer for and willingly accept assignments and complete them thoroughly and on time
7. Contribute to the [Minnesota GIS/LIS Consortium Community News Blog](#)
8. Participates in promoting the board's mission
9. Review the content of the website and provide feedback to the website committee chair
10. Promote board positions and recruit volunteers
11. Contribute to at least one (1) committee

3.2 Chair

1. Manage meeting agendas, request agenda items from board, develop and distribute the agenda prior to board meetings
2. Facilitate board meetings
3. Sign all correspondence (Fall Conference/Spring Workshop contracts, Scholarship solicitation letters, etc.)
4. Contribute articles to Minnesota GIS/LIS Consortium Community News Blog
5. Present Chair Address at annual meeting
6. Maintain historical files, (Insurance)
7. Promote future goals
8. Field board member concerns and educate members on by-laws
9. Distribute new member packets
10. Serve as the co-Chair of the nominating committee (if not on ballot)
11. Designate recorder in the absence of the secretary
12. Distribute tokens of appreciation at year end
13. Serve on the Higher Education Committee
14. Establish tasks/goals for year
15. Develop new member packet for year

16. Serve as the co-Chair of the nominating committee (if not on ballot)
17. Member of the Executive Committee.
18. Member of the Finance Committee

3.3 Chair-Elect

1. Cover any Board Chair duty that cannot be completed by Chair
2. Establish tasks/goals for year
3. Maintain track of Event Grant requests and bring to attention of Board-Chair for inclusion in next Board meeting
4. Maintain conversation with event grant application on status of event grant process and results
5. Serve as the co-Chair of the nominating committee (if not on ballot)
6. Member of the Executive Committee
7. Member of the Finance Committee

3.4 Past Chair (Ex-Officio)

1. Attends board meetings to maintain continuity between previous and current year.
2. Assists Chair and Chair-Elect by offering experience and expertise.
3. Prepare Annual Report
4. Updates Insurance policies and non-profit status
5. Member of the Higher Education Committee
6. Member of the Executive Committee
7. Member of the Finance Committee

3.5 Secretary

1. Captures meeting minutes and distribute to board directors.
2. Follows up with changes / additions / corrections to minutes
3. Work with legal documents (articles, by-laws) and note applicability during meetings
4. Monitor website to make sure all posted information is up-to-date
5. Update history document for board positions
6. Coordinates e-announcements
7. Assists Past Chair with Annual Report and Policy Manual updates
8. Member of the Executive Committee.

9. Member of the Finance Committee

3.6 Treasurer

1. Manage financial records of the organization*
2. Administrate fiscal matters of the organization and coordinate the annual tax forms*
3. Provide annual financial reports to the board*
4. Provide monthly financial report to the board for member's approval*
5. Perform monthly review of bank statements *and* accounts reconciliation materials provide by the association management company using guidelines established in the Treasurer's Standard Operating Procedures (SOP).
6. Ensure development and board review of financial policies and procedures
7. Actively participate in the board's annual evaluation and planning efforts
8. Establish annual budget and seek approval by Board
9. Assist the Higher Education representative with creating the annual Education Budget
10. Attend and participate in the conference planning committee meetings
11. Hold a minimum of two Financial Committee meetings per year to review investments account(s) and review any other financial matters.
12. Follow all additional guidelines as described in the Treasurer's SOP document (not included in this policy manual)
13. Chair of the Finance Committee
14. Member of the Higher Education Committee
15. Member of the Executive Committee

*In coordination with the Board Association Management company

3.7 Conference Chair

- a. Oversee all activities in the Conference Planning Committee
- b. Oversee all conference contractual issues
- c. Manage meeting agendas, request items from board, creates and distributes the agenda
- d. Facilitate conference committee meetings
- e. Sign all conference correspondence (contracts, letters, etc.)
- f. Present Conference Chair Introduction at Conference
- g. Organize Conference subcommittee chairs and member duties

- h. Member of the Higher Education Committee
- i. Member of the Executive Committee
- j. Member of the Finance Committee

3.8 Conference Chair-Elect

- a. Complete Conference Chair duties when Conference Chair cannot
- b. Oversee completion of future conference contractual issues (maintain at least four (4) years in advance)
- c. Participates in the conference planning committee
- d. Member of the Executive Committee
- e. Member of the Finance Committee

3.9 Past Conference Chair (Ex-Officio)

- 1. Assists Conference Chair by offering experience and expertise.
- 2. Assists in completion of future conference contractual issues (maintain at least 4 years in advance)
- 3. Participates in the conference planning committee.
- 4. Assist Conference Chair with setup of Google documents.
- 5. Chair/co-chair at least one subcommittee
- 6. Provide after conference call support.
- 7. Review Ewald contract and provide suggestions.
- 8. Assist in the setup of volunteers at the Consortium Booth.
- 9. Chair conference logo contest (if we go that route).

3.10 State Government

- 1. Represent or promote the interests of state government
- 2. Participates in a minimum of one sub-committee
- 3. Maintain communication with state department user groups

3.11 Local Government

- 1. Represent or promote the interests of local government
- 2. Participates in a minimum of one sub-committee
- 3. Maintain communication with local government department user groups

3.12 Higher Education

1. Represent or promote the interests of educational entities
2. Chair the Higher Education Committee
3. Serve on the Conference Committee
4. Prepare correspondence and updates for Board of Director's meetings
5. Establish annual Education Budget with Treasurer
6. Solicit new institutions for participation in Consortium's Scholarship Program
7. Promote sponsorship activities. Lead or find lead for scholarship activities at fall conference and throughout the year.
8. Contribute to and promote Minnesota Higher Education and K-12 activities endorsed or initiated by the Board.
9. Member of Finance Committee

3.13 At-Large

1. Represent or promote the interests of the private sector constituency
2. Participates in a minimum of one sub-committee

3.14 Private

1. Represent or promote the interests of their constituency
2. Participates in a minimum of one sub-committee

3.15 MnGeo Ex-Officio

1. Act as a liaison between MnGeo and Consortium board
2. Participates in a minimum of one sub-committee

3.16 Minnesota Statewide Geospatial Advisory Council Ex-Officio (GAC)

The Board representative to the GAC is a two-year appointment appointed prior to July 1 of the two-year cycle. The position must attend GAC meetings and report to Board monthly meetings with any developments that the Board may need to act or acknowledge.

1. Act as a liaison between MNGAC and Consortium board
2. Participates in a minimum of one sub-committee
3. Next appointment cycle runs June 2019 ending May 2021

3.17 Surveyor

1. Act as a liaison between GIS/LIS and surveying organizations
2. Coordinate events to bring Geospatial professionals and the public together
3. Facilitate an Executive Board Meeting between GIS/LIS and survey organizations