

III. BOARD POSITION DESCRIPTIONS

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. Prepare well for 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 MN GIS/LIS Blog
8. Participates in promoting the board's mission
9. Review the content of the MN GIS/LIS Blog and website and provide feedback to the communications committee chair and website committee chair
10. Promote board positions and recruit volunteers
11. Contribute to at least 1 committee

Chair

1. Manage meeting agendas, request items from board, develop and distribute the agenda
2. Facilitate board meetings
3. Sign all correspondence (Fall Conference/Spring Workshop contracts, Scholarship solicitation letters, etc.)
4. Contribute articles to www.mngislis.org
5. Present Chair Address at annual meeting
6. Maintain historical files
7. Promote future goals
8. Field board 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. May seek representation on the Minnesota Statewide Geospatial Advisory Council and act as a liaison between the Advisory Council and Consortium board.
12. Designate recorder in the absence of the secretary
13. Distribute tokens of appreciation at year end
14. Serve on the Scholarship committee
15. Is a member of the Executive Committee

Chair-Elect

1. Cover any chair duty that cannot be completed by chair
2. Establish tasks/goals for year as Chair
3. Develop new member packet for year as Chair
4. Serve as the co-Chair of the nominating committee (if not on ballot)
5. May seek representation on the Minnesota Statewide Geospatial Advisory Council and act as a liaison between the Advisory Council and Consortium board.
6. Is a member of the Executive Committee

Past Chair

1. Attends board meetings to maintain continuity between previous and current year.
2. Assists Chair by offering experience and expertise.
3. Is a member of the Executive Committee
4. Serve on the Scholarship Committee

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. Gather articles for e-announcements
6. Is a member of the Executive Committee

Treasurer

Coordinate with the association management company on the following:

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. Ensure development and board review of financial policies and procedures
6. Actively Participates in the board's annual evaluation and planning efforts
7. Establish annual budget and get approved by Board
8. Assist the Higher Ed rep with creating the annual scholarship budget
9. Attend and participates in the conference planning committee meetings
10. Serve on the Scholarship Committee
11. Is a member of the Executive Committee

Conference Chair

1. Oversee all activities in the Conference Planning Committee
2. Oversee all conference contractual issues
3. Manage meeting agendas, request items from board, creates and distributes the agenda
4. Facilitate conference committee meetings
5. Sign all conference correspondence (contracts, letters, etc)
6. Present Conference Chair Introduction at Conference
7. Organize Conference subcommittee chairs and member duties
8. Serve on the Scholarship Committee
9. Is a member of the Executive Committee

Conference Chair-Elect

1. Complete Conference Chair duties when Conference Chair cannot
2. Oversee completion of future conference contractual issues (maintain 4 years in advance)
3. Participates in the conference planning committee
4. Is a member of the Executive Committee

Past Conference Chair

1. Serve on Conference Committee

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

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

Higher Education

1. Represent or promote the interests of educational entities
2. Chair the Scholarship Committee
3. Serve on the Conference committee
4. Maintain communication with educational user groups in state
5. Organize and facilitate Scholarship Committee meetings
6. Prepare correspondence and updates for Board of Director's meetings
7. Contribute to the MN GIS/LIS Blog and www.mngislis.org
8. Maintain a list of representatives of the Scholarship Committee and suggest new appointees when a member leaves the Committee
9. Serve as the focal point to external contacts (e.g. Foundation) regarding committee activities
10. Forward all formal correspondence to Board for approval and signature (contracts, letters, etc)
11. Present Consortium award with Board of Director's Chair to awardees at annual meeting
12. Maintain historical records of pertinent Committee activities
Field board concerns and educate consortium members regarding Committee related activities
13. Establish annual scholarship budget with Treasurer
14. Solicit new institutions for participation in Consortium's Scholarship Program
15. Organize review process for new and existing educational institutions
16. Provide award letters to qualified institutions (see #9)
17. Collect, record and forward to Foundation, student award information
18. Promote sponsorship activities

At-Large

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

Private

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

MnGeo Ex-Officio

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