

Minnesota GIS/LIS Consortium Board Position Job 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 GIS/LIS News newsletter
8. Participate in promoting the board's mission
9. Maintain a list of representatives for specific represented group (e.g. state would maintain a list of other state agency representatives, higher ed would maintain a list of higher ed representatives, etc)
10. Review the content of the newsletter and website and provide feedback to the newsletter committee chair and website committee chair
11. Promote board positions and recruit volunteers

Chair-Elect Job Description

1. Cover any chair duty that cannot be completed by chair
2. Establish annual budget with treasurer and chair
3. Establish tasks/goals for year as Chair
4. Develop new member packet for year as Chair
5. Serve as the Chair of the nominating committee
6. Establish annual conference budget with the Chair, Treasurer, Conference Chair and Conference Chair-Elect
7. Serve as an ex-officio member of the Minnesota Governor's Council on Geographic Information and act as a liaison between Governor's Council and Consortium board (July through December)