

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 Job Description

1. Manage meeting agendas, request items from board, develop and distribute the agenda
2. Facilitate board meetings
3. Sign all correspondence (contracts, letters, etc)
4. Contribute articles to gislis.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. Establish annual budget with treasurer and chair-elect
11. 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 (January through June)
12. Designate recorder in the absence of the secretary
13. Establish annual conference budget with the Chair-Elect, Treasurer, Conference Chair, and Conference Chair-Elect
14. Distribute tokens of appreciation at year end