

# **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

## **Conference Chair Job Description**

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. Establish annual conference budget with the Chair, Chair-Elect, Treasurer and Conference Chair-Elect
8. Organize Conference subcommittee chairs and member duties