

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

Secretary Job Description

1. Receives and distributes minutes from each meeting
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