

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

Treasurer Job Description

Coordinate with 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 participate in the board's annual evaluation and planning efforts
7. Establish annual budget with chair and chair-elect, and get approved by Board
8. Establish annual conference budget with the Chair, Chair-Elect, Conference Chair and Conference Chair-Elect, and get approved by Board
9. Attend and participate the conference planning committee meetings