



Roles and Responsibilities for the Minnesota Information Professional Society

General Comments and Responsibilities

All board members should be prepared at board meetings to present their information. If there are questions or issues all attempts should be made to work with other board members before the meeting to resolve them so an overview can be presented to the board.

All board members who cannot attend a board meeting should send an update regarding their committee to the president or to another board member who is attending, before the meeting.

All board members should make every attempt to find another board member or a trained volunteer to replace them if they cannot attend a meeting and there is a task to be performed. If all attempts are made then inform the elected board member and volunteer coordinator in a timely manner to accomplish what is needed before the meeting.

All board/committee members should go to their respective elected board member responsible for that committee first to deal with planning and other issues that may arise. In conjunction with this item all board members should be considerate of email use and use email to communicate issues within their committee until the issue becomes something the full board needs to deal with or any other communication is needed. Guidelines to consider:

- Use Reply as opposed to Reply All to respond. If it is an issue then the committee chair should work to resolve it. If it can't be resolved then include the elected board member first before elevating to the full board. See budget for the current committee responsibility assignments.
- An initial note can be sent to inform the board of an action, a task, or something that will need attention such as calling a meeting where attendees are needed. Once established, consider continuing the communication within a core group of people until an appropriate time when the full board needs to be included or informed of a decision.

Specific Responsibilities

This area supplements the current Bylaws of the organization. See the Bylaws at <http://www.mnips.org/doc/about.html> then choose either the HTML or PDF format of the document from the left pane of the page.

a. President –

- Mentors elected officers by setting expectations and offering guidance with issues that come up over the year.
 - Should meet 2 –3 times a year with elected officers to strategize regarding the organizations direction.
- Provides a monthly article to the newsletter to promote the organization and offer guidance to its members on appropriate subjects based on current IT events.
- Promotes the organization at monthly meetings and special events by explaining and selling the organization to all members and non-members encouraging involvement in the organization through serving on the board and volunteer work.

b. Vice President –

- Stays involved in all aspects of the organization, from an overview standpoint in order to understand what needs to happen to continue leadership within the organization.

- Vice President is expected to become a candidate for President the following year.
 - Mentors non-elected board members as necessary in order to help them move forward with their efforts in the organization.
- c. Secretary –
- Mentors non-elected board members as necessary in order to help them move forward with their efforts in the organization. Committees are assigned to Vice President, Secretary and Treasurer by second month of the beginning of the MnIPS year.
- d. Treasurer –
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- e. Past President –

COMMITTEES

Committees are defined each year and are assigned to an elected officer, who is expected to mentor and assist the committee chair in their duties. The Chairpersons of these Committees shall serve as members of the Board. Committees are listed below along with an overview of their responsibilities. Checklists for each committee are defined for committee use in separate documents:

- a. Newsletter Committee – The Newsletter committee shall be responsible for preparing a newsletter for the Organization. The committee will accept input from other members of the organization to add to the newsletter which is published nine times a year. The committees that are required to submit articles each month are Networking, Program, and Arrangements. The newsletter should contain a message from the President each month to promote the organization and offer guidance to its members on appropriate subjects based on current IT events. It is the right of the committee to review or revise all materials and reject any inappropriate articles submitted.
- b. Website Committee – The Website committee is responsible for maintaining the Organization's web site or any electronic communications used by the organization. The committee will accept input from other members of the organization to add to the site which is maintained all year. The committees that are required to submit information each month are Networking, Program, and Arrangements. It is the right of the committee to review or revise all materials and reject any inappropriate articles submitted.
- c. Program Committee – The Program committee is responsible for planning and executing programs for all regular meetings. Programs should be defined and speakers contacted at least three months in advance. The Program committee is responsible for submitting program information to the Newsletter and Website committee. It is also responsible for communicating the Program speaker and topic to the Arrangements committee for the monthly meeting announcement. It is also responsible for distributing, then collecting feedback forms which are tallied with results of the feedback reported back to the board.
- d. Arrangements Committee – The Arrangements committee shall be responsible for making the necessary arrangements for each meeting. It includes securing the rooms needed for the events, arranging the dinners each month, sending monthly announcements for each meeting, and signing in attendees at events. The Program committee is responsible for submitting Program speaker and topic information for the announcement and making dinner reservations for the speaker.

- e. Marketing – The Marketing committee is responsible for all marketing of the organization. The committee will approve all published brochures for events. It will also be responsible for producing yearly signs to be used and will ensure MnIPS events are published in local newspapers and publications. The Marketing committee works with the organization in general throughout the year.
- f. Audit and Bylaws - The Audit and Bylaws Committee shall be responsible for conducting, or causing to be conducted, a review of the financial records and accounts of the Organization at the close of each fiscal year, and for presenting a report thereon to the Board. The Audit and Bylaws Committee shall maintain these bylaws, answer questions regarding them, and assist in the preparation of proposed amendments to the bylaws.
- g. Membership – The Membership committee is responsible for welcoming all attendees at meetings, providing badges, sending out communications to new members and prospective members who have asked for information regarding the organization. The Membership committee is also responsible for the organizations database.
- h. Special Events Committee – The Special Events Committee shall be responsible for the planning and arranging of Special Events of the Organization. Examples include, but are not limited to: Networking events, Education Seminar, Golf Outing, and Strictly Business. The Special Events committee is responsible for communicating to the Newsletter and Website committee to advertise the event.
- i. Volunteer Coordinator – The Volunteer Coordinator is responsible for finding volunteers to work with committee chairs. The Volunteer coordinator will work with committee chairs to define the volunteer needs but is not responsible for working on the individual committees of the organization. This role will also work with volunteers to help to fulfill their needs.