

MAGIP Board and Committee Chair Responsibilities

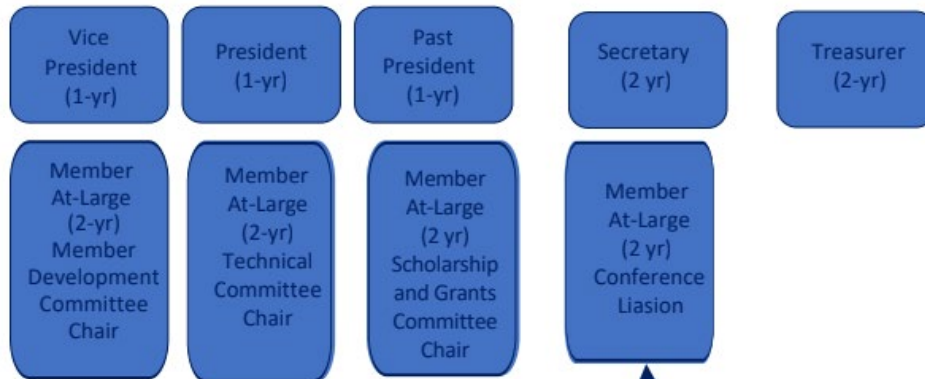
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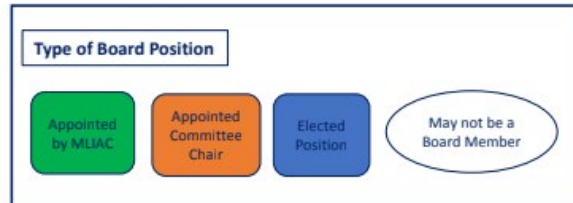
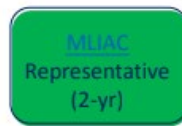
The MAGIP Board of Directors is a ten member board. The board holds quarterly face-to-face meetings and monthly conference call meetings. These meetings are open to the public.

The MAGIP Board is composed of the following Committee Chairs: Member Development, Technical, Scholarship & Grants, and Conference Liaison. The four committee chairs are all elected positions.

Elected Positions



Appointed Positions



As stated within the MAGIP Bylaws (<http://magip.org/Bylaws>) Chairs of standing committees:

- Must be a MAGIP member in good standing
- Shall serve a two-year term without term limits
- As a board member must attend at least one (1) of the four yearly Board meetings in person
- Committee Chairs are to hold quarterly Committee meetings and report back to the Board

As stated within the MAGIP Bylaws (<http://magip.org/Bylaws>) Chairs of subcommittees and Ad-Hoc committees:

- Must be a MAGIP member in good standing
- Hold quarterly Committee meetings and report back to the Board or Committee Chairs

As voted on by the MAGIP Board, all MAGIP Board Members receive the following benefits:

- MAGIP Nametag
- Paid registration to the MAGIP conferences not including workshop registrations
- Lunch provided at all Board meetings

Board Members and Committee Chairs may use any of the software available to the board for MAGIP business purposes including:

- | | |
|-------------------------------|--------------|
| ● Zoom | ● Dropbox |
| ● Wild Apricot | ● YouTube |
| ● SurveyMonkey | ● LinkedIn |
| ● Google Drive | ● Facebook |
| ● Wufoo | ● Twitter |
| ● Project Management Software | ● Café Press |
| ● ArcGIS Online | ● Doodle |
| ● Gmail (google groups) | |

Specific Committee Chairs duties include:

- Hold Quarterly Meetings (more often if needed or directed by the board)
 - Develop committee meeting agenda
 - Send meeting notice to the board and committee members
 - Advertise meetings to the membership via the listserv
 - Record minutes and post them to the Committee Webpage
 - Keep a list of current committee members in your committee folder in Google Drive
 - Update Google Drive with pertinent Committee Documents
- Attend the annual MAGIP 2-day Board Retreat
 - Update Work Plan with Committee Goals, Objectives and timeline
- Update Budget
 - Work with the MAGIP Treasurer to set a yearly budget
- Update the Committee Webpage
- Report Updates at Board Meetings
 - Quarterly Board Meetings (typically meet 10am – 3pm)
 - Monthly hour-long conference calls in months with no quarterly board meeting

Board Positions

President duties include:

- Gather agenda items from Board Members, Develop Agenda, Post Agenda to webpage and send email announcement to MAGIP List as least two weeks prior to board meetings (according to Bylaws)
- Attend and facilitate board meetings
- Present “MAGIP Update” at quarterly MLIAC meetings – or assign someone to do this
- Attendee Committee Meetings

- Update MAGIP webpage
- Promote MAGIP
- Help plan MAGIP events
- Plan Board Strategic Planning Meeting

Vice President duties include:

- Parliamentarian – be aware of bylaws and meeting procedures
- Step in for presidential duties when necessary
- Attend Board and committee meetings
- Help plan MAGIP events
- Promote MAGIP

Treasurer duties include:

- Attend Board meetings
- Maintain Quick Books ledger – accounting for all financial transactions
- Signatory on Wells Fargo checking account
- Signatory on contractual agreements
- File Federal Taxes (including 1099's for contractors)
- File Montana Secretary of State Business Entity Annual Report
- Provide profit/loss statements at each board meeting
- Award scholarship & grant monies
- Assist with conference budget planning
- Draft/Present annual budget during annual meeting (w/ subsequent adoption by BOD)

Secretary duties include:

- Take notes at Board meetings
- Produce minutes to Board members for review in a timely fashion
- Post meeting minutes and board decisions to the membership via the webpage
- Setup SurveyMonkey for items requiring Board approval outside of a Board meeting
- Assist administrator with requests for assistance
- Assist with Board elections and recruiting new members

Montana Land Information Advisory Council (MLIAC) Representative duties include:

- Attend Board meetings
- Attend MLIAC meetings
- Convey Geospatial Policy recommendations to the MAGIP Board
- Represent MAGIP as MLIAC meetings, can provide MAGIP report in absence of MAGIP President
- Forward MAGIP priorities to MLIAC

Member-At-Large duties include:

- Attend Board meetings
- Participate on Committees
- Help plan MAGIP events

- Promote MAGIP

Committees and Subcommittees

Scholarship & Grants Committee Chair duties include:

- Serve to promote the exchange of Geographic Information Technology to K-12, colleges and universities and the public through
- Grants & Scholarships – annual application process
- Training/Mentoring

Member Development Committee Chair duties include:

- Ensure that the continuing education needs of the membership are met, GISP certification assistance
- Recruitment of new members and retention of existing members
- Oversees the mentoring program and GIS Day activities
- Report Updates at Board Meetings

Conference Liaison duties include:

- Responsible for planning and coordinating the annual GIS conference
- Responsible for the assembling the conference committee
- Report Updates at Board Meetings

Technical Committee duties include:

- Responsible for planning and organizing workshops at the annual GIS conference
- Responsible for advising the board and membership on technical issues
- Report Updates at Board Meetings

Web Subcommittee Chair duties include:

- Maintain an active, current, and informative website
- Develop and implement policies and procedures
- Provide administrative access to web pages
- Research all aspects of technology to share info/ideas within the website
- Report Updates at Board Meetings