

# MAGIP Board and Committee Chair Responsibilities

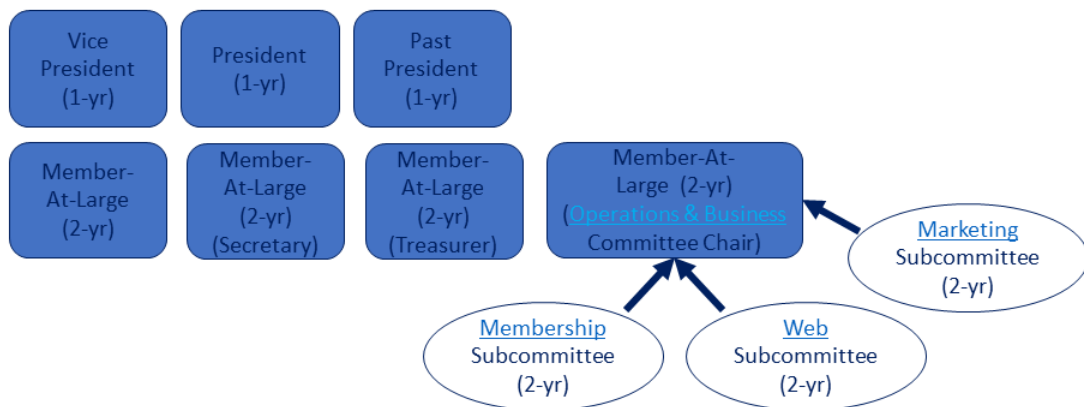
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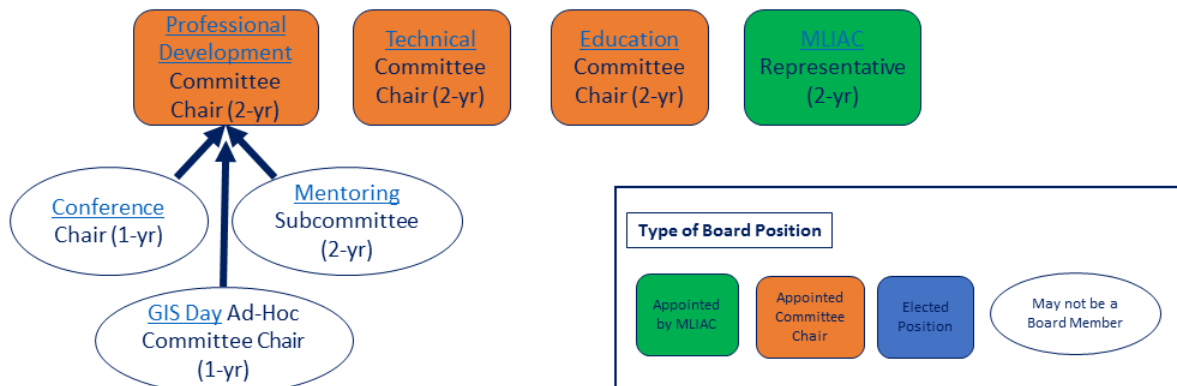
The MAGIP Board is comprised of the following Committee Chairs: Professional Development, Technical, Education, and Operations & Business. The Professional Development, Technical, Education Chairs are selected within their respective committees and then approved by the board. The Operations & Business Committee Chair position is held by one of the elected Board Members-At-Large.

There are also several Subcommittee chairs that report to Committee Chairs. The Membership, Web, and Marketing Subcommittees report to the Operations & Business Chair. The Conference, Mentoring, and Professional Certification Subcommittees report to the Professional Development Chair. The Grant and Scholarship Subcommittee reports to the Education Chair. The Technical Session Subcommittee reports to the Technical Chair. Ad Hoc Committees can also be formed at the discretion of the Board. For example, the GIS Day Committee is an Ad Hoc Committee that reports to the Professional Development Chair.

## Elected Positions



## Appointed Positions



[View Board Chart with Links](#)

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 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:

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

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
- Assign someone to manage USPS Post Office Box (needs to be in Helena/Not Treasurer)
- 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

### Education Committee 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

### Professional Development Committee duties include:

- Ensure that the continuing education needs of the membership are met, GISP certification assistance
- Responsible for planning and coordinating the annual GIS conference
- Oversee: Mentoring Subcommittee, Conference Planning Ad-Hoc Committee, GIS Day Ad-Hoc Committee
- Report Updates at Board Meetings

### Conference Chair duties include:

- Plan Annual conference (Big Sky GeoCon) – organize meetings, work with Conference Planners
- Reports to the Professional Development Committee Chair

### Mentoring Subcommittee duties include:

- Help members find assistance by networking with other MAGIP members
- Updating web materials
- Reports to the Professional Development Committee Chair

### GIS Day Ad-Hoc Subcommittee duties include:

- Plan GIS Day Activities (web map contest)
- Reports to the Professional Development Committee Chair

### 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

### Operations & Business Committee duties include:

- Manage the membership subcommittee, marketing subcommittee, and web presence
- Oversee day-to-day operational and business details
- Report Updates at Board Meetings

### Membership Subcommittee duties include:

- Recruitment of new members
- Retention of existing members
- Maintenance of membership
- Report Updates at Board Meetings/Reports to the O&B Committee Chair

### Web Subcommittee 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/Reports to the O&B Committee Chair