

# 2015

## MAGIP BOARD RESPONSIBILITIES SUMMARY

MAGIP Board Members

3/13/2015

## Executive Summary

This document is a work in progress, but this institutional knowledge needs to be documented for future Boards. This is a start and it is highly recommended that future boards continue to grow this document and pass it on to new board members. Each board position should be developed and summaries written. This document gives you a background as to what each individual did in their respective positions.

## Original Questions

### Official Position as MAGIP Board Member:

Describe Position Duties:

Please quantify how much time was needed, averaged on a weekly basis.

What times of the year were busier for you, and what events made you busy?

What did you like best about your position?

What did you like least about your position?

How did this position help you grow professionally?

What would you say to someone who wanted to take on your position?

What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?

### What other positions did you have as a MAGIP Board Member?

Please answer these questions above again for the other positions you had... (i.e. served as MAGIP Treasurer/Secretary, web/membership/mentoring sub-committee chair/)

Describe Position Duties:

Please quantify how much time was needed, averaged on a weekly basis.

What times of the year were busier for you, and what events made you busy?

What did you like best about your position?

What did you like least about your position?

How did this position help you grow professionally?

What would you say to someone who wanted to take on your position?

What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?

## **President – Submitted by Miles Wacker (2012 – 2013)**

### **Describe Position Duties:**

Facilitate board meetings. Present “MAGIP Update” at quarterly MLIAC meetings. Write letters, attend BOD meetings, take part in on the fly decisions, volunteer for other committees, and promote MAGIP whenever possible.

### **Please quantify how much time was needed, averaged on a weekly basis.**

Give or take 4 hours average, it would vary depending on time of year.

### **What times of the year were busier for you, and what events made you busy?**

Times of technical sessions and intermountain conference.

### **What did you like best about your position?**

Working with people that are passionate about GIS.

### **What did you like least about your position?**

1. Anyone that has any complaint about MAGIP in general will voice it to the President.
2. I changed jobs during my term and had a hard time getting my new management to buy in. Not just with MAGIP but GIS in general.

### **How did this position help you grow professionally?**

I learned about leadership, facilitating meetings, and dealing with complainers, the right way.

### **What would you say to someone who wanted to take on your position?**

This is a great position to help you grow professionally. Be aware of complainers, take them serious but challenge them to make MAGIP better. Run tight meetings keep them on track and on schedule, there are always more topics and discussions then time allows.

### **What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

I wish I would have had more time for the Membership subcommittee and address what it means to be a MAGIP member, how we can better retain our members and keep good volunteers from burning out.

### **What other positions did you have as a MAGIP Board Member?**

Membership subcommittee chair, member of 2012 & 2014 conference committees, technical committee member, helped plan 2012 Tech Session.

## **President – Submitted by Meghan Burns (2014 – 2015)**

### **Describe Position Duties:**

Gather Agenda items from Board Members, develop agenda, and provide it to board members and MAGIP community at least two weeks in advance of the Board meetings. Attend and facilitate board meetings. Present “MAGIP Update” at quarterly MLIAC meetings. Look for ways that MLIAC and MAGIP can work together, and MAGIP can provide feedback to MLIAC. Write letter to invite Keynote Speaker for Intermountain Conference, respond quickly to discussions regarding board business decisions such as requests for assistance via email and the Board Discussion Forum. Attend committee meetings. Keep track of the Board calendar, and make sure that board members are fulfilling their board commitments. Update the MAGIP webpage, and promote MAGIP whenever possible. Help plan the Intermountain GIS Conference, Spring Meeting, and Fall Tech Sessions.

### **Please quantify how much time was needed, averaged on a weekly basis.**

Give or take 4 hours average, it would vary depending on time of year.

### **What times of the year were busier for you, and what events made you busy?**

Fall Technical Sessions, Spring Meetings, and Intermountain GIS Conference. Updating the website and taking on specific tasks.

### **What did you like best about your position?**

Being part of the GIS Community and providing opportunities for the community to network, engage, and develop professionally. Providing content to the community through the MAGIP List. Looking for new ways that MAGIP can help the GIS Community and Montana in general, specifically through education at all levels.

### **What did you like least about your position?**

The desire to leave MAGIP in a better place than when you started, knowing that not everyone is going to welcome changes and might take them personally.

### **How did this position help you grow professionally?**

It was a great experience to develop leadership skills, and working with professionals to achieve common goals. Learning how to motivate people.

### **What would you say to someone who wanted to take on your position?**

This is a great position if you are looking to give back to the GIS community. It will definitely open doors professionally. It is important to be proactive and gear meetings to attacking action items. Keep them on track and on schedule, there are always more topics and discussions than time allows.

### **What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

I wish we have been able to reach out to more fringe members and reached out to lapsed members and were able to re-engage them. How do we increase our volunteer base and so that the work doesn't fall on only a few individuals?

### **What other positions did you have as a MAGIP Board Member? Secretary/Member-at-large**

## **Vice-President – Submitted by Wendy Largent (2010 – 2011)**

### **Describe Position Duties:**

Parliamentarian, Step in for presidential duties when necessary, write letters, attend BOD meetings, take part in on the fly decisions, volunteer for other committees, promote MAGIP whenever possible.

### **Please quantify how much time was needed, averaged on a weekly basis.**

Give or take 8 hours

### **What times of the year were busier for you, and what events made you busy?**

Putting together the retreat took a little more time than most other events have.

### **What did you like best about your position?**

I enjoy being surrounded by intelligent people (hoping some will rub off) who can agree to disagree and who are willing to do the work necessary to make this organization successful. Learning from those who have the experience with not only this organization, but with the GIS community has really been a pleasure for me.

### **What did you like least about your position?**

1. Never really knowing when I should step in and not step on toes
2. Working with people who really want to be a committee chair or on a particular committee, but never doing anything more than holding the position.

### **How did this position help you grow professionally?**

I have learned a lot about By-Laws, and how different organizations impact MAGIP through the workings of politics. This position has helped me to understand that it really takes some dynamic and ambitious people to make things run smoothly.

### **What would you say to someone who wanted to take on your position?**

This is a very rewarding position however, be sure you are willing to roll up your sleeves.

### **What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

### **What other positions did you have as a MAGIP Board Member?**

2012 Conference Committee Chair, Education Committee member, Local Government group member, Membership Committee Chair

## Vice-President – Submitted by Leslie Zolman (2014 – 2015)

### **Describe Position Duties:**

Attend BOD and committee meetings, assist president with tasks as needed, take part in on the fly decisions, support committees and promote MAGIP whenever possible. Help plan the Intermountain GIS Conference, Spring Meeting, and Fall Tech Sessions. Look over MAGIP checking account each quarter as a double check for the treasurer.

### **Please quantify how much time was needed, averaged on a weekly basis.**

Give or take 5 hours

### **What times of the year were busier for you, and what events made you busy?**

Spring Meeting, Fall Technical Sessions and Intermountain GIS Conference planning and supporting caused me to be busy. I also helped plan the board retreat, which took some additional time. Another busy time was the week of the board meeting.

### **What did you like best about your position?**

I enjoyed working with amazing and intelligent people. Working for the GIS community is very rewarding and I enjoyed helping to provide quality training at a low cost to people throughout the state.

### **What did you like least about your position?**

At times it was hard to balance my time working at my job and volunteering for MAGIP. Some MAGIP meetings/conferences conflicted with conferences I was planning for work. It is hard to be involved in planning more than one conference at a time.

### **How did this position help you grow professionally?**

When I joined MAGIP I was new to Montana. Through my time on the board I have come to know some amazing people and have a broader understanding of the Montana GIS community. I also learned a lot about planning tech events.

### **What would you say to someone who wanted to take on your position?**

This is a fun position since you play more of a supportive roll. You have the freedom to help throughout the organization, which will prepare you for your roll as president.

### **What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

I would have liked to work more with the treasurer to document procedures.

### **What other positions did you have as a MAGIP Board Member?**

Professional Development Committee Chair

## Technical Committee Chair – Submitted by Nate Holm (2009 – 2011)

### **Describe Position Duties:**

The MAGIP Technical Committee is responsible for advising the MAGIP Board of Directors and professionals using Geographic Information Systems (GIS) in Montana on technical issues relating to the creation, maintenance, and dissemination of geographic data. To promote sound practices and knowledge sharing, the Technical Committee conducts technical sessions, fosters respectful and open dialog among all users, and leads the development of best practices and data standards that are relevant to the Montana GIS community. It is the responsibility of the Technical Committee Chair to guide these activities.

### **Please quantify how much time was needed, averaged on a weekly basis.**

This was the biggest question I had coming into the position and I've found that it really varies, depending on upcoming events and how active you are with the Technical Committee. If I had to quantify things—I'd probably say it takes anywhere from 2-5 hours per week, on average. Some weeks, there isn't any MAGIP-related work while other weeks will require 10+ hours.

### **What times of the year were busier for you, and what events made you busy?**

The busiest time for me, by far, involved Technical Session planning in the late summer/early fall. Despite planning ahead and staying on top of all the details, the month before the event was pretty hectic and I was spending 10-20 hours per week doing MAGIP-related work.

### **What did you like best about your position?**

I really enjoyed getting to know the rest of the board. We worked very well together to accomplish things that MAGIP has never done before and I'm proud of our efforts as a team. With the Technical Committee itself, I'm very pleased that I was able to recruit new members who, like me, previously had little involvement in the organization.

### **What did you like least about your position?**

With a volunteer organization, it's difficult to get people involved at times. So when things need to get done and nobody is willing to help out, some things just fall to your lap.

### **How did this position help you grow professionally?**

The biggest growth I've seen has been in my own mind, actually. Having served as the Technical Committee Chair, I feel like I am much more confident in my own ability to lead and I feel as though this changed mindset has had a positive effect on my professional career.

### **What would you say to someone who wanted to take on your position?**

Don't be intimidated. Prior to filling the position as Technical Committee Chair, I had little to no involvement in the professional organization (outside of attending conferences) and it's been nothing short of an amazing experience for me. You'll expand your own horizons and have so many opportunities to meet and work with great GIS minds from all over the state. In the end, you truly do get out of the organization what you put back into it.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

I really wanted to spend more time working to develop Standards and Best Practices, but many of the documents and processes weren't formally developed so we ended up working more on the administrative side. I do think we've set a solid foundation for future development though, so it has definitely been time well spent.

**What other positions did you have as a MAGIP Board Member?**

None.

## **Educational Committee Chair – Submitted by Stephanie Anderson (2009-2011)**

**Describe Position Duties:**

Participate in the meetings, discussions, and decisions of the MAGIP Board. Schedule and conduct education committee meetings. Prepare and disseminate scholarship and grant announcements. Organize and participate in review committees for the scholarships and grants. Notify recipients and provide follow up if needed. Coordinate and collaborate in other committee activities as determined to be relevant and appropriate by the Education Committee, MAGIP Board and membership.

**Please quantify how much time was needed, averaged on a weekly basis.**

Averaged out to a weekly basis, 1-2 hours

**What times of the year were busier for you, and what events made you busy?**

January-April are busiest for me, this is the time of year where the Scholarship and Grant announcements need to be published, review committees formed, applications reviewed, and awards determined and announced.

**What did you like best about your position?**

Being able to participate in and contribute to the MAGIP community.

**What did you like least about your position?**

People wrangling! Difficult to get consistent participation from the committee and at times difficult for me to participate in the board activities.

**How did this position help you grow professionally?**

This position helped me grow professionally by keeping me involved and aware of the larger GIS community, its activities, progress, and concerns.

**What would you say to someone who wanted to take on your position?**

Interact early and often. Try to encourage participation of the committee beyond membership.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

I would have liked to increase the functions and contributions of the committee more, done more recruiting, and really had more time and financial resources to more fully coordinate the committee and participate in board activities.

**Educational Committee Chair – Submitted by Gerry Daumiller (2012-2013)**

**Describe Position Duties:**

Participate in the meetings, discussions, and decisions of the MAGIP Board. Schedule and conduct education committee meetings. Maintain the Education Committee and Grants/Scholarship Web Pages. Prepare and disseminate scholarship and grant announcements. Organize and participate in review committees for the scholarships and grants. Notify recipients and provide follow up if needed. Coordinate and collaborate in other committee activities as determined to be relevant and appropriate by the Education Committee, MAGIP Board and membership.

**Please quantify how much time was needed, averaged on a weekly basis.**

Averaged out to a weekly basis, 2 hours

**What times of the year were busier for you, and what events made you busy?**

January-April are busiest. This is the time of year where the Scholarship and Grant announcements need to be published, review committees formed, applications reviewed, and awards determined and announced.

**What did you like best about your position?**

Working with the Board, helping with MAGIP activities, corresponding with grant and scholarship applicants.

**What did you like least about your position?**

Low response rate to my announcements that we were having meetings and need ideas. We need a better recruitment effort than what I was able to do.

**How did this position help you grow professionally?**

I want to know the other people in the GIS community and for them to know who I am. This is a position that requires you to do outreach and put your name frequently before the whole association.

**What would you say to someone who wanted to take on your position?**

Find someone in the education communities to help you. We don't have Van Shelhamer to connect us to the schools any more.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

I came into this with low expectations and did just what I promised. But I was disappointed that there weren't more people on the committee and not much was accomplished beyond the minimum necessities.

## **Professional Development Committee Chair – Submitted by Leslie Zolman (2012 – 2014)**

### **Describe Position Duties:**

Oversee and help in the organization of the Intermountain Conference and Spring Meeting. I was on the planning committee for Intermountain and assisted with a few assigned rolls. One major task was organizing the awards committee, running nominations, ordering awards and organizing the awards ceremony. I took on the lead role of organizing the Spring Meeting. This was not my responsibility but I felt that the meeting was important and because it was a smaller event I took the lead.

I also worked to promote professional training within the state and spend time promoting GISP certification.

The Intermountain Conference subcommittee, Spring Meeting subcommittee, Mentoring subcommittee and Professional Certification subcommittee are under the Professional Development Committee.

### **Please quantify how much time was needed, averaged on a weekly basis.**

Give or take 7 hours

### **What times of the year were busier for you, and what events made you busy?**

A few months leading up to Spring Meeting and Intermountain GIS Conference were the busiest times. I put a lot of time into attending planning meetings and being involved in events at the conference.

### **What did you like best about your position?**

The most rewarding thing I did was put on the Spring Meeting in Miles City. It was amazing to bring high quality training to an area of Montana that lacks training.

### **What did you like least about your position?**

At times it was hard to balance my time working at my job and volunteering for MAGIP. Some of the MAGIP meetings/conferences conflicted with conferences I was planning for work. It is hard to be involved in planning more than one conference at a time.

### **How did this position help you grow professionally?**

I was new to Montana when I joined MAGIP. Through my time working on Spring Meeting and Intermountain I got to know and work with some amazing people. I also learned a lot about Montana and the GIS community.

### **What would you say to someone who wanted to take on your position?**

This is a position for someone with the planning gene. You will be involved in many subcommittees and some will need your guidance to help insure that all aspects of the event are considered and planned for. This is a great position for someone with event planning experience.

### **What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

I was very involved with MAGIP during my time as chair. I was able to accomplish the goals I set and was amazed at the support I received from all the subcommittees.

**What other positions did you have as a MAGIP Board Member?**

This was my first position but when my time as chair ended I started serving as VP.

**Member at Large – Submitted by Diane Papineau (2009 - 2011)**

**Describe Position Duties:**

Attend Board meetings, assist with the projects and activities of MAGIP, including proposing new activities and leading that effort

**Please quantify how much time was needed, averaged on a weekly basis:** 5 hours averaged is a complete guess.

**What times of the year were busier for you, and what events made you busy?** Leading a subcommittee's activities and doing the work involved in that subcommittee. Preparing for sessions at MAGIP events

**What did you like best about your position?** Contributing to our GIS Community

**What did you like least about your position?** N/A

**How did this position help you grow professionally?** Strengthening leadership skills.

**What would you say to someone who wanted to take on your position?** It's a good experience and a good way to contribute.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?** N/A

## Member at Large – Submitted by Mindy Cochran (2009 – 2011)

**Describe Position Duties:** Attend Meetings and participate in MAGIP activities and dialogue as needed. Some examples of projects I assisted with included reviewing the MAGIP bylaws and suggesting changes to the bylaws as needed; participating in a selection committee to choose an official “MAGIP” logo, participating in the Membership Subcommittee to determine levels of membership for MAGIP & performing research to determine how other similar committees were structured, etc.

**Please quantify how much time was needed, averaged on a weekly basis.** 2 hours

**What times of the year were busier for you, and what events made you busy?**

The busiest time for me during my time on the board was in preparation for the 2009 Tech session in October.

**What did you like best about your position?**

Annually we participated in a board retreat where we would set the work plan for the upcoming year. The retreats were great brainstorming sessions with fellow board members. Both retreats I was involved with were held at nice venues and were a great reward for the volunteerism committed by the board.

**What did you like least about your position?**

It took nearly my entire first year to get a feel for what I was getting into. This is something the board (Erin) has been working on, even with this survey. The hope is that future newcomers to the board will come into the board with better knowledge of what being a board member means, what a person can expect, and therefore how a person might be able to best contribute to the organization.

**How did this position help you grow professionally?**

Being a member of the MAGIP board allowed me to network with other GIS colleagues across Montana, be involved in the goings-on in the Montana GIS community, and be more aware of the policies and challenges affecting GIS in Montana.

**What would you say to someone who wanted to take on your position?**

Being a member of the MAGIP board can take as much or as little time as you are willing/able to commit to it. You can volunteer for the projects that arise that are of specific interest to you, so it never feels like a chore. Two years went by in a heartbeat. If you are considering volunteering for the board, my recommendation is to definitely do it.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

## Other positions held as a MAGIP Board Member: Secretary

**Describe Position Duties:**

Taking minutes for board meetings, tracking decisions of the board, manage online voting, etc.

**Please quantify how much time was needed, averaged on a weekly basis.** ½ hour

**What times of the year were busier for you, and what events made you busy?**

The busiest times were following the board meetings during which I drafted the meeting minutes.

**What did you like best about your position?**

Expectations in this position were straight-forward, and it was a simple task for me to take on and help contribute to the organization.

**What did you like least about your position?**

It was difficult to take notes for board meetings that I did attend via webex.

**How did this position help you grow professionally?**

Volunteering for the board in any capacity helped enhance my resume, and as with my member-at-large position, this was a great opportunity to network with other GIS colleagues across Montana

**What would you say to someone who wanted to take on your position?**

A new secretary is chosen annually from the board members who volunteer for the position. The tasks associated with this position were minimal, so the single year I served in the position flew by.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?** None in this position.

## Member at Large (Treasurer) – Submitted by Jon Henderson (2010 – 2012)

### Describe Position Duties:

- *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*
- *Manage USPS Post Office Box*
- *Draft/Present annual budget during annual meeting (w/ subsequent adoption by BOD)*

### Please quantify how much time was needed, averaged on a weekly basis.

*Roughly 1.5 hours per week – (includes attending board meetings, but not travel time)*

### What times of the year were busier for you, and what events made you busy?

*Fall Technical Session, Intermountain Conference, IRS Tax Deadline, Annual Meeting*

### What did you like best about your position?

*Learning about the inter-workings of the organization from a financial point of view.*

### What did you like least about your position?

*Working with disorganized past documents/information*

### How did this position help you grow professionally?

*I gained a better understanding of how a professional organization works and the benefits it has to the community at large*

### What would you say to someone who wanted to take on your position?

*Maintain organized records*

### What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?

*Long term budget analysis/planning*

## Board Member At Large – Submitted By Jason Danielson (2010 – 2012)

### **Describe Position Duties:**

Attending BOD meetings, attending the retreat, sharing knowledge and ideas (board listserve, email, meetings) with fellow board members to help promote and improve MAGIP, attending and supporting MAGIP events (Intermountain, Fall Tech Session, etc.), as web subcommittee chair – provide a report at each BOD meeting

### **Please quantify how much time was needed, averaged on a weekly basis.**

Usually my time is as-needed/requested. As web subcommittee chair, much of my time is dedicated to our MAGIP website.

### **What times of the year were busier for you, and what events made you busy?**

As a member of the Technical Committee, the Fall Technical Session is a busy time of year, as I help to plan and coordinate all aspects related to the 2-day event. As a Mentoring Subcommittee member as well, our recent development of the program over the past year and a half has been quite busy (meetings have ranged from bi-monthly to monthly).

### **What did you like best about your position?**

Sharing ideas and information with colleagues is the best part of my position. I take pride in my involvement with MAGIP, and appreciate that I'm helping and supporting the MAGIP community.

### **What did you like least about your position?**

Realizing the issues and ideas within our BOD, and the time it takes to implement these ideas!

### **How did this position help you grow professionally?**

This position has helped me understand the BOD process, as well as better understand the issues and options available within the MAGIP community. I have an appreciation for the BOD and understand the hard work required from all volunteers.

### **What would you say to someone who wanted to take on your position?**

Apply, and be ready to share your thoughts and ideas! The BOD provides a wonderful opportunity to share information among those that make the decisions within the MAGIP community.

### **What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected? Not Applicable**

### **What other positions did you have as a MAGIP Board Member?**

Web subcommittee Chair, Mentoring subcommittee member, Technical Committee member

## **Other Positions Held as a MAGIP Board Member: Web Subcommittee Chair**

### **Describe Position Duties:**

Determining web subcommittee dates and locations for meetings, setting up WebEx meetings for all meetings, creating agenda's, creating minutes for each meeting, posting minutes on the MAGIP website, maintaining the Web Subcommittee web pages, sharing knowledge and ideas with fellow web subcommittee members to help improve the MAGIP website, helping to create/administer the Web Subcommittee Policies and Procedures document, provide a Web Subcommittee report at each BOD meeting, provide support for any/all web pages (events, administering permissions, training, etc.)

**Please quantify how much time was needed, averaged on a weekly basis.**

Currently, our meetings are monthly. Usually my time is as-needed/requested, besides creating the agenda for an upcoming meeting. A period of time is dedicated sometime after our meeting to implement and ideas/changes within the website.

**What times of the year were busier for you, and what events made you busy?**

Usually a MAGIP event (Intermountain, Spring Meeting, Technical Session, etc.) provides additional work for the Web Subcommittee Chair – coordinating, implementing, and maintaining an Events page (including reminders, etc.) is necessary.

**What did you like best about your position?**

Sharing ideas and information with web subcommittee members is the best part of my position. I take pride in my involvement and maintenance with the MAGIP website. I strive (along with the all subcommittee members) to make the MAGIP website functional, organized, and current. As stated by our mission statement:

*The Web Subcommittee will work diligently to maintain an active, current, and informative website while promoting the sharing of information throughout the MAGIP website. The Web Subcommittee will develop and implement policies and procedures, work closely with MAGIP members to provide administrative access to respective web pages, and continue to research all aspects of technology to share information and/or ideas within the MAGIP website.*

**What did you like least about your position?**

Realizing the extensiveness of all web issues and ideas within our webpages, and the time it takes to implement these ideas!

**How did this position help you grow professionally?**

This position provides an “insider’s” perspective of our MAGIP community – usually this position involves coordinating with other Committee/Subcommittee Chairs for ideas and events. Organization and communication skills are also important while chairing a committee.

**What would you say to someone who wanted to take on your position?**

The Web Subcommittee Chair position provides an important opportunity to research and share technology ideas that help to promote MAGIP within our GIS community. The website has developed into an important resource for all visitors, and a Chair successor should be proud to diligently promote it!

**What are some things you really wanted to accomplish but weren’t able in the amount of time you were appointed/elected? Not Applicable**

## Montana Land Information Advisory Council (MLIAC) Representative – Submitted by Lance Clampitt (2009 – 2014) *[updated February 04, 2013]*

### **Describe Position Duties:**

The MLIAC Representative to the Board is responsible for representing the Montana Land Information Council to include conveying Geospatial Policy recommendations to the MAGIP Board. The MLIAC representative may also represent the MAGIP Board at council meetings and in the absence of the MAGIP President can report on MAGIP activities as needed. In addition to representing the council the MLIAC representative works as an active appointed board member to forward MAGIP priorities and represent the association. In accordance to the bylaws (revised) “there shall be one member recommended to the Board by the Montana Land Information Advisory Council (MLIAC). The term of this appointment will be coincident with the current MLIAC appointment. In the event that the Board Members' MLIAC term lapses or they leave the MLIAC, the chair of MLIAC will appoint an interim MAGIP representative, and with the approval of the MAGIP Board, that person shall serve until such time as the Council elects a formal representative and that representative is approved by MAGIP. The MLIAC representative may be appointed to the Board for subsequent terms but must be voted on or ratified by the MLIAC and by MAGIP every two years. All recommendations are to be ratified by a majority of the elected members of the Board.”

**Please quantify how much time was needed, averaged on a weekly basis.** 1 hour a week.

**What times of the year were busier for you, and what events made you busy?** Spring and fall are extremely busy in preparation for the Spring Meeting, Fall Technical Sessions, Conference Planning and Preparation, the Board Retreat and other MAGIP sponsored events such as GIS Day. Depending on your involvement in these events your time may increase up to 10 hours or more a week during the spring and fall. Being a member of the MAGIP board can take as much or as little time as you are willing /able to commit.

**What did you like best about your position?** The interaction with a group of dedicated volunteer professionals is very rewarding.

**What did you like least about your position?** As a representative of the council you may come from the federal GIS community. MAGIP is very state and local centric. It may be difficult at times to find a niche but if you stay involved and are willing to help out with all activities you will eventually be accepted and find many avenues to contribute to the success of the association.

**How did this position help you grow professionally?** As a board member you have an opportunity to work with people from all levels of the Montana GIS Community. This working relationship will provide you with many opportunities to expand your knowledge connect with others and work professionally at many levels of government and the private sector.

**What would you say to someone who wanted to take on your position?** Every board member brings unique abilities, knowledge and background to the table. Share your knowledge and experiences with the board and represent your community (MLIAC) when the opportunity arises. However, sometimes no experience is needed and the best way you can help the association is to just volunteer. Lead a subcommittee, coordinate an activity, and continue to be active on the board. Nobody wants a board member that does nothing, be involved and contribute to the association.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?** MAGIP needs more federal agency members. Federal participation and representation is low. Expanding the representation to include all facets of the Montana GIS Community will continue to be a priority.

**What other positions did you have as a MAGIP Board Member?**

- Manager – MAGIP Seminar Series
- Professional Development Committee (member)
- Operations and Business Committee (member)
  - Web Subcommittee Member 2009 - 2013
  - Awards Document re-write - 2010

**Major Accomplishments 2012 - 2013:** Seminar Series - researched, implemented and manage the MAGIP Seminar Series program. The Seminar Series is an education and outreach tool used to provide members with geospatial information and training and is centered around “hot topics” that the community is involved in. Web Sub Committee - continue to support the work of the Web Sub Committee. List Service policy, 2013 – review and guide through adoption. Represent MAGIP at the Montana State Library, Legislative Night. Represent the issues, policies and current events of the Montana Land Information Advisory Council (MLIAC) to the MAGIP Board, provide liaison back to the MLIAC. Continue support for GISP within MAGIP and GISP outreach to our membership.

## **MAGIP Administrator – Submitted by Lee Macholz (2010 – Present)**

**Describe Position Duties:** Attend Board meetings and annual retreat. Actively participate in Board discussions and MAGIP events. Make self available to members at events and otherwise for discussion and questions.

**Please quantify how much time was needed, averaged on a weekly basis. When not volunteering** for additional work, BOD position required about 1 hour per week to read and respond to emails. Board meetings required approximately 1 hour of prep time, and 9 hours of meeting time (including travel). When volunteering for additional work, the work load determined the additional time; the additional time was typically task-oriented and could be completed with a couple hours focused time during 2-3 weeks per month (more depending on the task) and some additional email discussion time. Note that it is important to have the ability to volunteer additional time for tasks as it takes a fully engaged board to accomplish the goals for the organization.

**What times of the year were busier for you, and what events made you busy?** The month prior to and following the board retreat were the busiest, with the preparation of contributions to the annual work plan and the retreat itself.

**What did you like best about your position?** The ability to participate and determine which tasks I could volunteer for and help with.

**What did you like least about your position?** The times when the board was unorganized to the point that we discussed the same topic repeatedly and made different decisions each time.

**How did this position help you grow professionally?** Being on the Board allowed me to network with my peers at a different level, it allowed me to have a voice in the direction of my professional organization, and allowed me to invest in my profession at a higher level. It is also a good resume builder.

**What would you say to someone who wanted to take on your position?** Be ready and willing to participate in discussion and volunteer your time to accomplish tasks that need to be done.

## Member At Large (Secretary) – Submitted by Lee Macholz (2008 – 2010)

**Describe Position Duties:** Take notes at Board meetings and produce meeting minutes in a timely fashion. Post meeting agendas, minutes, and board decisions to the membership (via the web page).

**Please quantify how much time was needed, averaged on a weekly basis.** Meeting minutes took an additional 6-8 hours to produce after each board meeting. This includes typing and formatting my notes, sending them out for review, producing the decision log for that meeting and posting all to the web. At times that there was a on-line board vote, I spent approximately 2 hours setting up the vote, monitoring it, closing it, and reporting the results.

**What times of the year were busier for you, and what events made you busy?** Board meetings were busier because, due to the nature of taking notes during the meeting, I had to attend each meeting in person (next to impossible to capture accurate minutes via phone) and then process the notes into formal minutes within the week.

**What did you like best about your position?** I became more aware of the issues that we were discussing and the repetition therein. I had the power to implement the decision log in order to track Board decisions better and thus help reduce some of the repetition.

**What did you like least about your position?** That I had to travel to Helena for every single board meeting.

**How did this position help you grow professionally?**

What would you say to someone who wanted to take on your position? Please maintain the standards that have been put in to place to develop and post meeting minutes and maintain the decision log (for both the board and the membership).

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?** Get the Board used to referring to the decision log as a point of reference for discussion.

### What other positions did you have as a MAGIP Board Member? Web Subcommittee Chair

**Describe Position Duties:** Develop and maintain the MAGIP web site. During my term, it was my responsibility to determine the organizations needs and the options for an updated web presence. It was then my responsibility to re-develop our web presence within a new system. The chair's duties include maintaining direct oversight of web content, style, administrative rights, technical problems, and publicity/education regarding the web site. It is the chair's responsibility to hold subcommittee meetings and facilitate the subcommittee members in performing necessary tasks on the web site. The chair must also act as (or designate) a liaison to the various event planning committees to ensure that event web pages are produced (registration is typically the responsibility of the MAGIP Administrator).

**Please quantify how much time was needed, averaged on a weekly basis.** When I was chair, the web site consumed a significant amount of time; due to the nature of building the web site, my time would not be an accurate representation of time required for future chairs.

**What times of the year were busier for you, and what events made you busy?** The 2-3 months preceding an event (e.g. the Intermountain Conference) were the busiest because I was developing web pages for the event.

**What did you like best about your position?** I had the ability to follow my vision and re-build the MAGIP web presence into a more robust one.

**What did you like least about your position?** It was very time-intensive.

**How did this position help you grow professionally?** I was able to explore and address the needs of the MAGIP membership and the public and have been recognized professionally for my contribution; that meant a lot to me.

**What would you say to someone who wanted to take on your position?** Actively maintain and control administrative rights to the site. It is important that many people can contribute to the site, but the numbers of administrators that no longer need to be continue to creep if not maintained. Actively monitor the site to ensure that there is relevant content and that the style of the site remains consistent.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?** Completing the administrative/style guidelines and implementing some things within the css code of the site in order to make editing easier (by constraining user choices).

## Member At Large (Secretary) – Submitted by Meghan Burns (2011 – 2013)

**Describe Position Duties:** Responsibilities include: taking notes at Board meetings and posting minutes and decisions to the website; setting up Survey Monkey for items that require Board approval outside of Board meetings; updating the Board meeting and decisions website; check MAGIP website for errors and make updates; helping the administrator with requests for assistance; helping with the Board elections and recruiting new board members; putting together binders for new board members; helped plan Board retreat; Bring Agenda and Necessary BOD documents to meetings.

**Please quantify how much time was needed, averaged on a weekly basis.** It was important that I attended all of the Board meetings (4 annually) in person. Board meetings usually run from 10:00 AM until 3:00 PM. It took anywhere from 2 – 4 hours to type up the meeting minutes and update the website with the latest minutes and decisions. Depending on what tasks you work on will determine how much additional time you want to spend working on MAGIP-related activities.

**What times of the year were busier for you, and what events made you busy?** The week of board meetings is the busiest time. This includes updating the website before with the agenda (unless the president takes care of this), taking meeting minutes, and then updating the website afterwards. Conference time can also be busy depending on your tasks.

**What did you like best about your position?** I like being involved in each of the committees and helping to get the word out to the membership to keep them informed. I appreciate the opportunity to work together with other GIS professionals as well as learn from them. As a member-at-large you have the ability to work on whatever you want. It is nice to have that freedom.

**What did you like least about your position?** As a member-at-large you don't have assigned tasks to work on. This is the best thing and worst thing about the position.

**How did this position help you grow professionally?** It was a great opportunity to network and see how others are using GIS in Montana. MAGIP provides lots of opportunities for professional growth through their conferences and web presence.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?** Documenting policies and procedures in order to save future boards from having the same discussions regarding how certain things are done – for example, answering requests for assistance and voting outside of a Board meeting.

### Accomplishments:

- **Plan and host GIS Day activity**
- **Document "request for assistance" process**
- **Document MAGIP best practices process**
- **Finish MAGIP data best practices**
- **Plan Board Retreat**

## Technical Committee Chair – Submitted by Chris Stump (2011 – 2013)

### Describe Position Duties:

From the [MAGIP Technical Committee website](#) page: ‘The MAGIP Technical Committee is responsible for advising the MAGIP Board of Directors and professionals using Geographic Information Systems (GIS) in Montana on technical issues relating to the creation, maintenance, and dissemination of geographic data. To promote sound practices and knowledge sharing, the Technical Committee conducts technical sessions, fosters respectful and open dialog among all users, and leads the development of best practices and data standards that are relevant to the Montana GIS community.’

From the [MAGIP Bylaws page, Article X – Committees](#) page: ‘The Technical Committee is responsible for planning and conducting the association’s technical sessions as well as advising the board and membership on technical issues.’

From personal experience in serving as the Technical Committee Chairperson, Fall Tech Session survey results, and comments or suggestions provided to me by MAGIP members and nonmembers, the primary Technical Committee Chairperson duty was implementing a successful MAGIP Fall Technical Session. Fall Tech Session success can be measured via number of registered participants, depth & availability of diverse hands-on training opportunities, lecture-style presentations, and group discussion forums ranging from beginner to expert approaches, and lastly a returned high profit margin after expenditures.

### Please quantify how much time was needed, averaged on a weekly basis.

My weekly time spent on Technical Committee Chair duties was probably higher than that of my predecessors since I chose to create and develop the [Spatial Data Distribution Best Practices](#) (SDDBP). I initially tried to utilize Montana Spatial Data Infrastructure (MSDI) GIS layers as the focus of the (SDDBP), which proved to be a far too political approach. After focusing on implementing the SDDBP’s for Montana Dept. of Environmental Quality’s (MT DEQ) distributed GIS data, I chose to kill two birds with one stone by creating and automating the process via a python class library. Therefore, approximately 5-10 hours per week on average were spent writing concept, code, and evaluating the associated process and workflow to ensure MT DEQ’s implementation of the SDDBP’s was consistent with the latest version of the associated cumulative MAGIP Best Practices document.

### What times of the year were busier for you, and what events made you busy?

The busiest time was summer and all throughout the fall preparing, planning, and obtaining content for the Fall Tech Session.

### What did you like best about your position?

I enjoyed getting to know the rest of the board members and board retreats. We held successful retreats which laid the foundation for that year’s efforts and helped focus the group as a whole. The yearly Work Plans were created and evaluated at the retreats, which also served as a reminder throughout the year to judge our progress as a board and determine if we were meeting our initial objectives.

### What did you like least about your position?

Getting individuals to follow through on their promise(s)/interest of helping out with planning & implementing the Fall Tech Session, reviewing versions of the SDDBP’s, and performing follow up work after the Fall Tech Session. Of course, this is difficult with any volunteer organization. All of us are pressed for time so adding more to one’s plate is daunting when it’s time to follow through. Since none of us are getting paid it’s often easier to just do the required work and know it will be done correctly and on time in lieu of trying to persuade and guide someone through a task who has little interest in that activity.

**How did this position help you grow professionally?**

I now fully realize what it takes to plan a conference or other significant event, and how to best manage one's time and other resources to ensure deadlines are met and how to mitigate known and unforeseen risks related to event planning. Also, as a relic of developing the SDDBP's, if a great deal of resistance is encountered via any approach, build a working prototype so you're not talking concept or using a document to communicate the sought after result or process. Instead, utilize the working prototype to communicate *exactly* what is intended. Application prototypes can always be modified. Significant changes in approach or document rewording and rewriting to an ever changing audience with ever changing interest will kill any project. A working prototype is also best to communicate to the MAGIP BOD itself to ensure everyone is on board and fully understands the approach, workflow, concept, and outcome being sought.

**What would you say to someone who wanted to take on your position?**

Plan and execute the Fall Tech Session as you see fit. Don't compare yourself or your approach to those who held the position before you. Each temporal MAGIP BOD and MAGIP membership coalition is different, consisting of different individuals with different personal and association-based goals, as well as differing opinions and views throughout the community that can influence what you're trying to achieve. Pursue what you think is best for the community as a whole and *have fun*.

**What are some things you really wanted to accomplish but weren't able in the amount of time you were appointed/elected?**

Although I modified my initial approach for the SDDBP's, I personally think I accomplished what I initially set out to do as detailed in the 2012 and 2013 MAGIP Work Plans.

**What other positions did you have as a MAGIP Board Member?** None.