



## MN Chapter of NIGP Job Descriptions

### President

#### **Responsibilities:**

The President shall preside at all meetings of the Chapter, appoint all special committees, call special meetings as deemed necessary, and cast the deciding vote during Board meetings in the case of a tie vote. The President shall be an ex-officio member of all committees and shall perform all other duties as parliamentary protocol dictates. The President shall serve as Committee Chair and is responsible for the organization, planning and programming for each Chapter meeting.

#### **Term:**

One year. Office will transition to Past President for one year.

#### **Job Duties:**

The President shall prepare for and preside over all general Chapter meetings. Duties include:

- Coordinates with Board Members to set meeting dates, locations, topics and speakers for each Chapter meeting with the exception of the Fall Conference
- Prepares meeting notice and sends out notification through the website
- Creates agenda
- Receives all meeting registrations (typically received electronically)
- Provides name tags for each attendee
- Coordinates with meeting host to provide ample space for the meeting
- Coordinates with speaker on topic, meeting location and any needs they may have, fees, etc.
- Arranges for any equipment needs for each meeting – i.e. podium, PA equipment, screen/TV or monitor, VCR, DVD or projector, room layout, tables and chairs for attendees, tables for check-in and food
- Coordinates with meeting host for refreshments for the meeting
- Publishes meeting notice on website
- Provides sign-in sheet for attendees
- Creates and presents thank-you notes for meeting hosts and speakers

The President shall prepare for and preside over all Board meetings. Duties include:

- Prepares meeting notice and sends out to all Board Members
- Coordinates with Board Members for agenda items and creates agenda
- Coordinates location for each meeting
- Coordinates lunch for each meeting

The President shall perform other duties, including:

- Periodically writes a President's Message on website and social media
- Communicates regularly with Board Members on topics of interest
- Coordinates Board votes when necessary
- Communicates with National NIGP on Chapter/National issues
- Participates in Presidential Luncheon when attending National Annual Forum



## **President**

- Presents all Chapter Awards to recipients at the annual Chapter meeting
- Creates and presents thank-you notes to everyone that helped the Chapter during the year