

## Board of Directors – Role Details

### Executive- defined by constitution (4):

**Section 46. President:** The President shall be the chief executive officer and the head of MGUG and shall have a general and active management of its business and affairs. The President may preside at all meetings of the members and of the Board of Directors and call all special or other meetings. The President shall be an ex-officio member of all committees and of all subsidiary organizations of MGUG, with a vote. The President or person acting in the place of a President may suspend any member or officer from the privileges of MGUG or the duties of this office, until the next meeting of the Board of Directors, but not in any case more than three days, when the offense for which such suspension was made shall be dealt with by the said Board.

**Section 47. Vice-President:** The Vice-President shall be vested with all the powers and be required to perform all the duties of the President in the case of the absence of the President, and shall perform and assist in such duties as may be assigned to him/her by the President.

**Section 48. Secretary:** It shall be the duty of the Secretary to keep a record of all the proceedings of MGUG and of all meetings of members and of the Board of Directors, to conduct the correspondence of MGUG and to issue notices of all meetings as required by these by-laws. It shall be the Secretary's duty to carefully protect and preserve all books, letters, documents, etc., relating to or of interest to MGUG.

**Section 49. Treasurer:** It shall be the duty of the Treasurer to receive all moneys due to MGUG and give receipts therefore and to deposit the same to the credit of MGUG in any recognized financial institution to be designated by the Board of Directors. The Treasurer shall pay by cheques, countersigned by the President or in his/her absence by whatever officer is performing the President's functions. All bills and accounts of \$1000.00 or more must be certified by the Treasurer and be approved by the Board of Directors before payment. The Treasurer shall keep in the books of MGUG, a full and accurate account of all moneys due to or by MGUG, and of all moneys received and of all moneys paid, and of the appropriations to and of all receipts and disbursements from and on account of the real property of MGUG. The Treasurer shall prepare a detailed statement of the estimated income and expenditure of MGUG and shall present the same to the Board of Directors from time to time, as required. The Treasurer shall prepare for the Annual General Meeting of members a statement of income and expenditures, and assets and liabilities, and present the same at such the AGM. The Treasurer shall produce the books for examination and audit by auditors whenever called upon to do so.

**Section 50. Past President:** If willing, the Past President shall be a member of the MGUG Executive and chair the Nominating Committee for each AGM.

## **Directors (4-5):**

### **Sponsorship and Advertising (2)**

Creates sponsorship emails, manages sponsor requests, and ensures sponsors adequately posted on website and other materials. Responsible for arranging booths and collecting monies for conference sponsorship events. Also responsible for maintaining geomatics directory on website. Arranges cross-promotions with other organization and booths at other conferences/events as needed. Provides logos to Communications and Marketing as needed.

### **Event Coordination (2)**

Organizes both formal events (conference and AGM) as well as social events or small workshops throughout the year. Conference and Events Working Group should be supporting this director throughout the year. Submits any requests for emails, posters or announcements to Communications and Marketing.

### **Conference and Events Working Group (Annual)**

Volunteer group chaired by the conference and event directors, reporting to President or Vice President. Organizes and plans conferences and events, all votes must go through the board of directors for expenditures over \$1000.00, any expenditures must be approved by the treasurer. Minutes must be submitted to or taken by the Secretary. Members can either be volunteers or board members.

### **Communication and Marketing (4-5)**

Manages social media including but not limited to LinkedIn, Instagram, Slack, Twitter, and Facebook. Posts at least once weekly or as needed. Collaborates with Jobs and Content Director to ensure timely dispersal of information. Organizes outreach with Membership Director to gain members. Creates marketing content such as posters, brochures, business cards. Creates and sends emails to membership. Manages MGUG's branding.

### **Design Working Group (As Needed)**

Volunteer group chaired by the Social Media and Marketing director, reporting to President or Vice President. Plans branding of MGUG items, promotional swag and general look and feel of all print publications including brochures, booths, business cards, sponsorship documentation, conference agenda/programs, official MGUG presentation slides. All votes must go through the board of directors for expenditures over \$1000.00, any expenditures at any amount must be approved by the treasurer and President or Vice President. Minutes must be submitted to or taken by the Secretary. Members can be either volunteers or board members.

### **Special Projects Working Group(s)**

Volunteer group chaired by any director, reporting to President or Vice President. Runs special interest group projects for a short term (I.e. OSM Group, Statistics 20/20) . All votes must go through the board of directors for expenditures over \$1000.00, any expenditures must be approved by the treasurer. Minutes must be submitted to or taken by the Secretary. Members can either be volunteers or board members.

### **Jobs and Content Director**

Uses RSS feeds and other sources to populate MGUG's job bank on a weekly basis. May investigate more efficient/automated ways of filling the Job Feed with Web Maintenance Director. Creates original blog content for MGUG's website (minimum one post per month). Ensures that content is correct and edited thoroughly. Accepts and edits submissions from membership for posting. Works with Social Media and Marketing Director to ensure seamless dispersal of information.

### **Web Maintenance Director**

Maintains passwords, domain and web registrations. Creates updates to website as requested and as needed based on meeting minutes and updates. Coordinates with Social Media and Marketing Director and Jobs and Content Director to ensure all sources of data are correct. Runs updates of software, searches out new ways to improve website functionality. Checks email accounts and forwards to necessary individuals at least once per week. Provides website guidance and assistance to Jobs and Content Director and Social Media and Marketing Director. Works with treasurer to ensure that annual accounts including, but not limited to, web hosting, domain registry, contact list and web meeting subscriptions are renewed and paid in a timely fashion.

### **Membership and Outreach Director**

Manages membership list in both constant contact and mgug.ca. Promotes outreach to new companies/organizations/schools/groups to increase membership numbers. Tracks change analytics. Works with Education and Sponsorship for outreach purposes. Approves or declines applications and brings up any problems to the board.

### **Education (2)**

Manages contact list of educational GIS supporters/users. Plans and runs Mapping Contest. Presents to post-secondary and secondary schools and participates in activities on request (I.e. MB Skills Competition). Encourages early adoption of GIS in secondary and post-secondary schools. Outreach to new GIS programs and schools in and surrounding Manitoba. Encourages MGUG participation from students.

### **Education Working Group (ongoing)**

Volunteer group chaired by the Education director(s), reporting to President or Vice President. Plans educational outreach events, mapping contest, plans presentations at post-secondary and secondary schools, and discusses education-related GIS issues. All votes must go through the board of directors for expenditures over \$1000.00, any expenditures at any amount must be approved by the treasurer and President or Vice President. Minutes must be submitted to or taken by the Secretary. Members can be either volunteers or board members.

**Current Roles:**

President  
Vice President  
Secretary  
Treasurer  
Education (2)  
Conference  
Sponsorship  
Website (2)  
Communications  
Membership  
Past President