
Board of Directors – Role Details

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List of Roles

Executive

- Which roles are executive is defined in the MGUG Constitution
- Only one person can hold each executive role
- Executive roles are part of the board of directors
- Executive board members hold additional privileges and responsibilities (e.g. signing off on bank transactions)

Executive roles include:

- President
- Vice-President
- Secretary
- Treasurer
- Past President

Director

- These are somewhat fluid and may change from year-to-year - the board can collectively discuss and decide what works best
- Typically there is a main director and then sub-helpers for each “role”, if more than one person wishes to fill a role
- Typically board members cross-pollinate (e.g. Communications director may assist with Website) and help fill capacity voids. so they may also do the jobs role if there is no one interested in it as a separate position.

Director roles include:

- Sponsorship Director
- Events Director
- Communications and Marketing Director
- Jobs and Content Director
- Website Director
- Membership and Outreach Director
- Education Director

Role Descriptions

President

Constitution Definition:

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.*

Responsibilities: (unofficial summary)

- Lead / direct board members
- Run board meetings
- Preside as the head at the annual Fall Conference and Annual General Meeting (and give President Speeches at each)
- Check the physical mail at least monthly or assign another executive member
- Approve e-transfers and other bank transactions, as needed
- Have a good understanding of the MGUG Constitution, to ensure the board stays in compliance

Vice-President

Constitution Definition:

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.*

Responsibilities: (unofficial summary)

- Assist the president as needed
- Besides the president, may M.C. the Fall Conference and Annual General Meeting
- Check the physical mail regularly or arrange to have another exec member do so
- Approve e-transfers and other bank transactions, as needed
- Have a good understanding of the MGUG Constitution, to ensure the board stays in compliance

Secretary

Constitution Definition:

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.*

Responsibilities:

- Organize and help lead monthly board meetings
 - Take minutes during meeting
 - Try to keep board meeting flowing, as to end on time
 - Distribute minutes
 - Draft minutes should be sent to board members to review after each meeting, before one week prior to the next meeting
 - Post approved minutes to the website for the public to view
 - Send meeting invites, coordinate RSVPs, take attendance
 - Communicate on Slack and email to remind board members of the location and/or videoconferencing link to the next board meeting
 - Create monthly board meeting agendas
 - In consultation with board members, especially the executive, to see if there are important items to be included
 - Email agenda along with previous meeting's draft minutes one week prior to each board meeting
- Annually renew MGUG to be an official Manitoba business with the "Manitoba Companies Office" or assign the Treasurer to do so
- Track board member admin info
 - Track board member changes
 - Board at AGM
 - Interim additions between AGMs
 - Who steps down, who is re-elected, etc.
 - Important for the AGM and for the Manitoba business number
- Help organize the Google Drive
 - Keep files organized
 - Ensure it isn't running out of space / pay to renew or add more space as needed
 - Ensure the "Executive Only" folder is up to date
 - Make a new folder for each year, setting up a similar structure to the previous year, migrating copies of files that may be useful (e.g. Fall Conference and AGM templates), and ensuring board members are given access to this folder
- Set up new board members
 - MGUG Google Drive access
 - MGUG Board Slack access, along with other social accounts as necessary
 - Website membership accounts as necessary
- Check the physical mail regularly or arrange to have another exec member do so
- Approve e-transfers and other bank transactions, as needed
- Have a good understanding of the MGUG Constitution, to ensure the board stays in compliance

Treasurer

Constitution Definition:

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 cognized financial institution to be designated by the Board of Directors. The Treasurer shall pay by cheques, counter-signed by the President or in his/her absence by whatever officer is performing the President's functions. All bills and accounts of \$1100.00 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.*

Responsibilities:

- Regularly check account balance, to report at board meetings, fall conference, and AGM
- Initiate e-transfers, fulfill deposits
- Check the physical mail regularly or arrange to have another exec member do so
- Have a good understanding of the MGUG Constitution, to ensure the board stays in compliance

Past President

Constitution Definition:

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.*

Responsibilities:

- Advise board and new president, in general
 - Connect with industry contacts for events, speakers, etc.
 - Check in on the board to make sure they're not missing anything
 - Provide knowledge on history of MGUG

Sponsorship Director

- 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.
- Arranges cross-promotions with other organizations and booths at other conferences/events as needed.
- Provides logos to Communications and Marketing as needed.
- Coordinates with Social Media Director to post and promote events and sponsors as needed

Events Director

- 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.

Communication and Marketing Director

- Manages social media including but not limited to LinkedIn, Instagram, Slack, Twitter, and Facebook.
- Posts as needed for lead up to events/the Fall Conferences/the AGM etc.
- 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.

Jobs and Content Director

- Uses API's, social media feeds and other sources to populate MGUG's job bank on a weekly basis.
- Creates original or editorialized (without plagiarism) blog content for MGUG's website (aim for absolute minimum one post per month).
- Ensures that content is correct and edited thoroughly and additionally accepts and edits submissions from membership for posting.
- Works with Social Media and Marketing Director
- Maintains lists of website resources relating to content for the public's benefit.

Website Director

- Maintains passwords, domain and web registrations.
 - Creates updates to website as requested and as needed based on meeting minutes and updates.
 - Coordinates with the Communication and Marketing Director and Jobs and Content Director to ensure all sources of data are correct.
 - Works with 100% webhost to try new ways of website functionality.
 - 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, SSL certification, contact list and web meeting subscriptions are paid
- Works with 100% web hosting for large updates (can try new plugins within their sandbox)
- Advises webhost of updates faults in website (use helpdesk)
 - Research new ways of wordpress to edit, change and update website
 - Work on longer term goal of web archive of website
 - Creates new websites and menu items for board needs
 - Works on design to keep website fresh

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 and may coordinate with the Education Director to extend outreach objectives
- Tracks change analytics. Works with Education and Sponsorship for outreach purposes. Approves or declines applications and brings up any problems to the board.

Education Director

- Keeps tabs on educational GIS organizations and users for outreach / engagement purposes
- Plans and runs Mapping Contests.
- 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.

Sub-Committees

Events Sub-Committee

Volunteer group chaired by the Event Director(s), reporting to President or Vice President. Organizes and plans conferences and events, all votes must go through the board of directors for expenditures over \$1100.00, any expenditures must be approved by the treasurer. Minutes must be submitted to or taken by the Secretary for meetings. Members can either be volunteers or board members.

This working group can encompass designated 'special projects', where workshop and event design can be done on an as needed basis. However, this working group is essentially guaranteed to be essential during the weeks leading up to the Fall Conference and AGM as it is highly involved in shaping these events.

Education Sub-Committee

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 \$1100.00, 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.

This working group will likely be needed on an ongoing yet somewhat irregular basis, as education related events and contests happen at various times throughout the calendar year.

Design Sub-Committee

Volunteer group chaired by the Communication and Marketing Director(s), 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 \$1100.00, 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 for meetings. Members can be either volunteers or board members.

This working group will likely be infrequently needed, and will probably only be called upon before major events such as the Fall Conference and AGM. However, as these major events will require the creation of prize material; publications as mentioned above and handling of MGUG branding, this group is essential during these times.