

# Minnesota Change Management Network

## 2018-2019 Board Position/Committee descriptions

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All board members are expected to actively participate in monthly Board of Director meetings as well as attend MNCMN events. They are also responsible for cultivating and managing volunteer committees. After serving a one-year term, Vice Chair positions are eligible for Chair roles.

### High-Level Descriptions of Board/Committee Positions

<b>AWARENESS / COMMUNICATIONS (Board Member)</b>	<b>15-20 hrs/ mo.</b>	<b>1 year term</b>
<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Vice Chairperson</li> </ul>		
<b>Committee Members</b>	<b>Varies</b>	<b>TBD</b>

**Role Description:**

As the voice of the organization, coordinates, develops, and launches communication to our membership.

**Role Purpose:**

1. Build awareness of MNCMN and all programming events to our membership base
2. Generate excitement, interest and attendance to MNCMN programming events
3. Recruit and sustain a strong communication volunteer committee
4. Maintain library and archive key communication materials for use by MNCMN board

<b>MEMBERSHIP (Board Member)</b>	<b>15-20 hrs/ mo.</b>	<b>1 year term</b>
<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Vice Chairperson</li> </ul>		
<b>Committee Members</b>	<b>Varies</b>	<b>TBD</b>

**Role Description:**

Drives increased value and benefits to our most valued asset – our members.

**Role Purpose:**

1. In partnership with the board, develops the member value proposition/benefits.
2. Represents the membership perspective/experience at the Board and Committee levels.
3. Measures and monitors the membership experience and implement strategies to achieve desired levels of satisfaction.
4. Manages membership data and analytics so key stakeholders have current information about our membership.
5. Responds to questions from members regarding their membership with a high degree of customer service
6. Manages member engagement at MNCMN events
7. Develops strategies and partnerships to recruit new members and retain existing members.

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<b>SUMMIT (Board Member)</b> <ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Vice Chairperson</li> </ul>	<b>20-40 hrs/ mo.</b>	<b>1 year term</b>
<b>Committee Member</b>	<b>Varies</b>	<b>TBD</b>

**Role Description:**

Develop concepts and book talent to create compelling, relevant programming.

**Role Purpose:**

1. Develop and deliver high-quality programming on a range of topics to attract and retain a diversity of member types
2. Deliver a variety of programming event types, styles, and locations to better engage and draw in potential or existing members across a range of attitudes and availabilities
3. Create environments and programming that drives member value by fostering connections across the Change Management ecosystem

<b>TREASURER (Board Member)</b> <ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Vice Chairperson</li> </ul>	<b>15-20 hrs/ mo.</b>	<b>1 year term</b>
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**Role Description:**

Serves as the financial steward of the organization by protecting the financial health of the organization and leading strategic financial planning efforts.

**Role Purpose:**

1. Budgets – Lead the annual budget process as well as track/compare the actual revenues and expenses incurred against the budget throughout the year
2. Financial Policies – Oversee the development and adherence of the organization’s financial policies
3. Provide guidance and consultation on viable options to support MNCMN initiatives and participate in the negotiation of both short term and long term financial expenditures arrangements.
4. Financial transaction oversight – Being knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
5. Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health.

<b>VICE PRESIDENT (Board Member)</b>	<b>20-40 hrs/ mo.</b>	<b>2 year term</b>
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**Role Description:**

As champions for MNCMN and advocates across the ecosystem, partner with the Executive Committee to provide overall leadership to the Board that honors the past and prepares for the future.

**Role Purpose:**

1. Through Executive Committee Leadership, enable and give purpose to the committees and plans of the Board of Directors
2. Develop and improve core sustainable processes that provide longevity to MNCMN
3. Facilitate and manage the interdependencies and “connectedness” of the committees of the BOD
4. Build external partnerships that support the short and long-term goals of MNCMN
5. Succession plan for the BOD

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<b>Professional Development (Board Member)</b> <ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Vice Chairperson</li> </ul>	<b>20-40 hrs/ mo.</b>	<b>1 year term</b>
<b>Committee Member</b>	<b>Varies</b>	<b>TBD</b>

**Role Description:**

Develops, plans and executes events, trainings, special speakers, etc. in service of the MNCMN members. Continued focus on what members are asking for as part of their professional advancement and growth.

**Role Purpose:**

1. To provide opportunities that can assist learning, resources and improvements across the breadth of our members
2. Develop and improve core sustainable processes that provide longevity to MNCMN
3. Connect with Programming to establish event/summit connection points
4. Succession plan for the BOD