

The MnISPI Board ensures continued operation of our Chapter to provide our community with excellent networking and professional development to enhance our proficiency, professionalism and career opportunities.

Board service offers opportunities to:

- Enhance your track record in leadership experience.
- Extend and deepen professional relationships.
- Create forums to pursue professional interests with others.
- Advocate for our profession and support our community:
 - Help those new to our field.
 - Help those in transition.
 - Help working professionals extend their knowledge and skills.

MnISPI Board Positions:

Chapter President — provides direction for the Chapter and facilitates communication and organization.

President Elect — trains to assume presidency and helps facilitate direction, communication and organization.

Past President — provides guidance and support for the Board.

Membership Chair — facilitates, tracks, and reports on member recruitment and retention.

Director(s) of Marketing — manages promotion of Chapter activities.

Program Chair — supervises selection and recruitment of presenters, and organizes Monthly Meeting programs.

Webmaster — manages the Chapter website & helps members with online communication.

Internal Communications Chair — records and reports Chapter business and tasks; aids with promotion of MnISPI events.

Career and Networking Chair — facilitates networking activities and career-related information.

Consultant SIG (CSIG) Chair — manages and promotes CSIG meetings.

eLearning SIG Chair — manages and promotes MnISPI eLearning SIG meetings.

Scroll down for detailed descriptions of position tasks.

All MnISPI Board Members should:

Monthly Board meetings:

- Prioritize Board meeting attendance.
- RSVP whether you will attend.
- Give concise reports of your MnISPI business and any other issues that need Board attention.
- Read Board meeting agendas, minutes and MnISPI newsletter to stay informed of ongoing Chapter actions and issues.

Communications:

- Answer all MnISPI communications within 3 days.
 - Inform the Board when you will be not available. This can be done via the [Board Communication Blackouts](#) Google Doc.
- Maintain a MnISPI email account for your position:
 - Share password with MnISPI President to facilitate transition of account to next person that holds the position.
 - Check MnISPI email daily or Auto Forward email to your regular account.
- Use Google Docs and the MnISPI Google Drive folder for Chapter business documents.

Help with:

- Promotion of MnISPI events.
- MnISPI social media.
- Recruiting and retaining members.
- Ad hoc initiatives, such a membership drives and special events.
- Suggestions for improvement of the Chapter.
- Arranging food for a monthly meeting.

Coverage of Your Responsibilities:

- Prepare another Board Member to cover your functions when you cannot.
- As your term ends, recruit and train your replacement.

Chapter President

Term: One year
Time Commitment: 6–14 hours/month

The President provides direction for the Chapter and facilitates communication and organization.

Monthly Tasks:

- Arrange & facilitate monthly Board meeting:
 - Arrange & communicate date, time, and teleconferencing logistics;
 - Develop and distribute agenda prior to monthly board meeting.
- Facilitate monthly chapter meeting:
 - Reserve meeting place.
 - Introduce program with a brief PowerPoint.

General Duties as Needed:

- Communicate local and national chapter mission, vision, and goals to membership.
- Provide clear vision and direction for the Chapter.
- Write President's Messages in newsletter:
 - September: Welcome to new season.
 - December: Holiday & year end greeting.
 - May: Board nomination recruitment message.
 - Others as needed.
- Promote open communication amongst board members and membership.
- Facilitate strategic planning for programs, events, etc.
- Represent local chapter through networking events.

Transition April – July:

- April-June: Publicize open board positions and recruit new board members, as needed, in conjunction with all board members.
- June/July: Coordinate transition of officers for upcoming program year.
 - Train incoming President.

Recently held by:

- | | |
|--------------------|------------------|
| • David Amdur | • Sue Mehrkens |
| • John Clinger | • John Humphrey |
| • Rick Swanson | • Pam Pervenanze |
| • Kristina Ralston | • Dean Andrew |

President Elect

Term: One year
Time Commitment: 6–8 hours/month

The President Elect trains to assume presidency and helps facilitate direction, communication and organization.

Tasks:

- Serve in the presidential capacity as needed.
- Plan and coordinate the chapter year-end celebration and member recognition banquet.
- Meet and greet all new members/returning members at meetings and recruit them for board positions and committees.
- Coordinate nomination/selection of officers/team leaders for next year.
- Participate in strategic planning.
- Optional: Serve on the National Speaker Committee.

Transition April – July:

- Help recruit a new President Elect.
- Train and support that person.

Recently held by:

- Sue Mehrkens
- Rick Swanson
- John Humphrey
- Kristina Ralston
- Pam Pervenanze
- Dean Andrew

Past President

Term: One year
Time Commitment: 4–6 hours/month

The Past President provides guidance and support for the Board.

Tasks:

- June, July and throughout year:
 - Help the new president transition into the role.
 - Mentor current President and President Elect.
- Finalize any unfinished initiatives from presidential term.
- Attend MnISPI board meetings and Executive team meetings.
- Serve in the presidential capacity as needed.
- Provide historical context when required.
- Optional: Coordinate Chapter of Excellence effort.

Recently held by:

- Sue Mehrkens
- Rick Swanson
- John Humphrey
- Kristina Ralston
- Pam Pervenanze
- Dean Andrew

Treasurer

Term: One year renewable

Time Commitment: 4–8 hours/month

The Treasurer manages, advises on, and reports Chapter finances.

Monthly Tasks:

- Before each monthly Board meeting: Create and forward to President a report of current balance and projection of balance after expected upcoming income and expenses.
- Work with Membership Chair to:
 - Collect dues and non-member attendance fees at Monthly Meetings; give out receipts.
 - Transfer payments from PayPal to MnISPI checking account.
 - Invoice chapter members for dues as necessary.
- Bring petty cash to Monthly Meeting for change.
- Arrange to pay for meeting food.
- Reconcile MnISPI checking account, make deposits and pay chapter bills.
- Attend Executive Team meetings (if required).

General Duties as Needed:

- Monitor due dates for expenditures and make timely payments.
- Invoice and arrange payments for accounts pending.

Transition April – July:

- Help recruit a new Treasurer, if needed.
- Train and support that person.

Recently held by:

- Sue Mehrkens
- Denise Maxwell
- Dean Andrew

Membership Chair

Term: One year renewable

Time Commitment: 6–15 hours/month

The Membership Chair facilitates, tracks, and reports on member recruitment and retention.

Tasks:

- Coordinate/lead member recruitment and retention activities.
- Maintain online spreadsheet of members, lapsed members, and potential members. Remove undeliverable email address.
- Initiate and maintain membership correspondence, including membership invites to nonmembers attending meetings, renewal notices to members, and thank you notes to new and renewing members.
- Forward reports of new and renewing members to Director(s) of Marketing for MnISPI monthly newsletter.
- Work with Treasurer to:
 - Collect dues and non-member attendance fees at Monthly Meetings; give out receipts.
 - Transfer payments from PayPal to MnISPI checking account.
 - Invoice chapter members for dues as necessary.
- Invite members to join our LinkedIn group ISPI of Minnesota and delete non-renewing members from the list.

Transition April – July:

- Help recruit a new Membership Chair Membership Chair, if needed.
- Train and support that person.

Recently held by:

- Sherry Stern
- Steve Sorenson
- Dean Andrew
- Marty Rainer
- Franz Holzer
- Ric Bergquist
- Sue Mehrkens.

Director(s) of Marketing

Term: One year renewable

Time Commitment: 8–12 hours/month

The Director(s) of Marketing manages promotion of Chapter activities.

General Tasks:

- At beginning of program year, inform Board Members of MnISPI newsletter deadlines for coming year.
- Respond to MnISPI newsletter inquiries.
- Coordinate MnISPI social media: Promote MnISPI activities, promote engagement and exchange of ideas, grow participation.
- Develop and monitor partnerships with related professional organizations for reciprocal promotion of activities.
- Promote recruitment of new Board nominations.

Monthly Tasks:

- 1 week prior to newsletter deadlines: Send reminder to all Board Members of upcoming MnISPI newsletter submission deadline.
- In cooperation with Programming Chair and Career and Networking Chair: Edit promotional copy for MnISPI activities and send to Webmaster at least one month before event.
- Edit, layout and distribute MnISPI newsletter by the 1st of each month
- Forward any undeliverable email address notifications to Membership Chair.
- Develop, print and distribute flyers at other professional association events (e.g., PACT, ASTD, DLF, etc.).

Transition June/July:

- Help recruit a new Director of Marketing, if necessary.
- Train and provide support to new Director.

Recently held by:

- Gabriella Broady
- Lyn Underdahl
- Deepa Nirmal
- Sue Mehrkens

Program Chair

Term: One year renewable

Time Commitment: 8–12 hours/month

The Program Chair supervises selection and recruitment of presenters, and organizes Monthly Meeting programs.

Annual Tasks:

- Coordinate planning and promotion of eight MnISPI Monthly Meeting programs September – May. It is recommended to do this by recruiting and facilitating a programming committee.
 - Survey member interests in May or June.
 - By August 15:
 - Finalize meeting programs through May.
 - From each presenter: Get program title and description; and edit as needed.
 - Create program schedule for year as a Google Doc.
 - Forward program information to the Director of Marketing and Webmaster.
- Update any information that changes.
- Optional: Plan and promote a National Speaker Event or Workshop.

Tasks for each Monthly Chapter Meeting:

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| <ul style="list-style-type: none"> ▪ 5 weeks before Meeting: <ul style="list-style-type: none"> ○ Remind presenter of program date, time, location and any other details. ○ Ask presenter to participate in social media. ○ Ask presenter to send one week ahead of program: A copy of handout file (if to be provided) and a copy of their PowerPoint. ▪ 2 weeks before Meeting, remind presenter of foregoing. ▪ 1 week before Meeting: <ul style="list-style-type: none"> ○ Print handouts. ○ Forward PowerPoint to President ○ Check with the person bringing food. | <ul style="list-style-type: none"> ▪ Before each Meeting: <ul style="list-style-type: none"> ○ Send login to MnISPI or ISPI members who wish to attend Online. ○ Bring copies of meeting handouts. ○ Bring copies of the evaluation form. ○ Post MnISPI signs outside meeting place. ▪ During Meeting: <ul style="list-style-type: none"> ○ Optional: Introduce speaker(s) using information from the flyer. ○ Collect program feedback. ▪ After Meeting: <ul style="list-style-type: none"> ○ Thank our presenter(s). ○ Tabulate evaluation feedback and statistics and distribute to speaker(s) and all board members. |
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Transition April – July:

- Help recruit a new Program Chair Membership Chair, if needed.
- Train and support that person.

Position recently held by:

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|-----------------|-----------------|
| • Joe Lane | • Mike Powers |
| • Maggie Powers | • Anne Groetsch |
| • Craig Koehnen | • Dean Andrew |

Webmaster

Term: One year renewable
Time Commitment: 8-12 hours/month

The Webmaster manages the Chapter website and helps members with online communication.

General Tasks:

- Monitor web service provider; inform Treasurer when payments are upcoming or if terms change.
 - If needed, research and advise board in choosing new web service provider.
- As needed: Update, change or redesign website.
- As needed: Add or change PayPal on website.
- As needed: Update [Partner Organizations page](#).
- As needed: Help Board members access and use Gmail, Google Docs and MniSPI Google Drive folder.

Annual Tasks:

- After mid-August, get Program Description copy from Director of Marketing and/or Program Chair, and create a Google Doc for each event. For each Program Description, 'Publish to Web' and link these pages to the Program Schedule Google Doc prepared by Program Chair. 'Publish to Web' the Program Schedule. Link the Program Schedule page on Homepage and Events page.

Monthly Tasks:

- 1 month before next Meeting, update [Next MniSPI Monthly Meeting](#) page by embedding the next Program Description on page.
- When available, upload new MniSPI Newsletter to mnispi.org.
- Update these links on mnispi.org [Homepage](#):
 - Next MniSPI Monthly Meeting.
 - Download the Newsletter: [Current](#) [Last Month](#) [2 Months Ago](#)
- Update this link on mnispi.org [Events page](#): Next MniSPI Monthly Meeting.
- After Meeting, add link to program recording to [Archive of Past Meeting Presentations page](#).
- Post notices for other upcoming MniSPI events.

Transition April – July:

- Help recruit a new Webmaster, if needed.
- Train and support that person.

Position recently held by:

- Arnold Gamboa Clark
- Liz Kane
- Deepa Nirmal
- Gene Krammer
- Stephan Flister

Internal Communications Chair

Term: One year
Time Commitment: 4–8 hours/month

The Internal Communications Chair records and reports Chapter business and tasks; aids with promotion of MnlSPI events.

Tasks:

- Record Board meeting Minutes.
- Update Action Register monthly.
- As needed: Record Executive Team meetings.
- Aid Director(s) of Marketing in promoting MnlSPI events.
- May liaison with ISPI, other professional organizations, and educators.

Transition April – July:

- Help recruit a new Internal Communications Chair, if needed.
- Train and support that person.

Recently held by:

- Dean Andrew
- Lisa Leet
- Denise Maxwell
- Krista Johansen-Dederich

Career and Networking Chair

The Career and Networking Chair facilitates networking activities and career-related information.

Term: One year
Time Commitment: 4–6 hours/month

Networking Tasks:

Facilitate opportunities for members and monthly meeting attendees to network and to improve their networking skills:

- Onboarding process for new members – provide backup to manage this process if the President-Elect is unable to do so.
- Greet members and guests at monthly meetings. Introduce guests to members to help people network.
- Organize Social/Networking events in Fall, Winter and Spring as an opportunity for members to get to know each other, and for non-members to become familiar with MnISPI.
 - Notify President, Director of Marketing and Webmaster for Meeting announcement, MnISPI Website & monthly newsletter.
- Other networking/career-related activities as required.

Careers Tasks:

Manage ISPI of Minnesota LinkedIn Group for networking/career information:

- Ensure job opportunities are posted in a timely manner to the ISPI of Minnesota LinkedIn Group.
- Check site regularly for requests, posts from members, removed dated posts.

Transition April – July:

- Help recruit a new Career and Networking Chair, if needed.
- Train and support that person.

Recently held by:

- Kristin Soo / Emily Carlson
- Karen Buellesbach
- Pat O'Donnell
- Susan Taylor

Consultant SIG (CSIG) Chair

The CSIG Chair manages and promotes CSIG meetings.

Term: One year
Time Commitment: 6–8 hours/month

Tasks:

- Arrange Monthly CSIG meetings:
 - Verify meeting place (not required for current location).
 - Arrange speaker, topic and spotlight.
 - Notify President, Director of Marketing and Webmaster of meeting details for Meeting announcement, MnlSPI Website & monthly newsletter.
 - Optional: Create newsletter and distribute via email as meeting notice.
 - Attend meeting; purchase speaker's breakfast; distribute gift certificate.
 - Optional: Announce CSIG meetings at monthly chapter meetings.
- Keep track of CSIG membership, forward to Membership Chair.
- Forward leads for consulting opportunities as available.
- Purchase gift certificates to reward speakers.
- Maintain list of topics of interest to the group.

Transition April – July:

- Help recruit a new Chair, if needed.
- Train and support that person.

Recently held by:

- Susan Taylor
- Krista Johansen-Dederich
- Rich Makela
- Dick Anderson
- Karen Buellesbach

Book Banter SIG Chair

Term: One year

Time Commitment: 5–10 hours/month

The Book Banter Chair manages and promotes Book Banter meetings.

Tasks:

- Work with group to select upcoming books.
- Schedule and attend Book Banter meetings the first Monday of each month (sometimes rescheduled if first Monday is a holiday) at 6:30 p.m.
- Reserve room for meetings through Rockford Road Library or alternative location if warranted.
- Track monthly attendance, forward new attendee contact info to Membership Chair.
- Periodically facilitate off-site Book Banter meetings online with group consensus.
- Periodically facilitate special speakers for Book Banter meetings (i.e., authors of books group has read).
- Maintain email distribution list and send out specific meeting announcements on second Monday of the month, cc President, Director of Marketing and Webmaster for Meeting announcement, MnISPI Website & monthly newsletter.

Transition April – July:

- Help recruit a new Chair, if needed.
- Train and support that person.

Position recently held by:

- Rob Janecek

MnISPI eLearning SIG Chair

Term: One year

Time Commitment: 5–6 hours/month

The eLearning SIG Chair manages and promotes MnISPI eLearning SIG meetings.

Tasks:

- Reserve meeting place for first Thursday evening of each month (sometimes rescheduled if first Thursday is a holiday) 6:30-8:00 pm.
- Create and send out monthly agendas.
- Capture discussions at the monthly meetings.
- Send monthly meeting summary out to all SIG members who did not attend.
- Monitor and maintain Dropbox project folders.
- Participate in project-related email discussions and oversee/guide project coordination efforts as needed.
- Track monthly attendance, forward new attendee contact info to Membership Chair.
- Maintain email distribution list and send out specific meeting announcements on second Monday of the month, cc President, Director of Marketing and Webmaster for Meeting announcement, MnISPI Website & monthly newsletter.

Transition April – July:

- Help recruit a new Chair, when needed.
- Train and support that person.

Recently held by:

- Anne Groetsch