



## MINNESOTA SECTION

The American Institute of Professional Geologists

### President Duties Summary

**Per the Bylaws:** The President shall preside at all meetings of this Section and of its Executive Committee, and shall perform the duties customary to the office. The President shall be the official spokesperson for this Section and shall execute all appropriate documents and official correspondence of this Section. The President shall appoint the chairs of all committees of this Section. The President shall be responsible for carrying out all of the policies and directives of the Executive Committee, except where such responsibility is specifically assigned to another Officer.

#### *Duties of the President as Recalled and Interpreted by 2015 President, Jake Dalbec and 2016 President, Shanna Schmitt*

- Prepare luncheon meeting agendas through coordination with Vice President, Webmaster, and (if necessary), the speaker
- Schedule at least four Executive Committee meetings per year, including the Annual Meeting.
- Prepare executive committee meeting agendas based on past Section business since last meeting, current Section business, and future Section business.
- Review, edit, and prepare for Executive Committee approval all meeting minutes completed by the Secretary so they may be posted online to the Section Website in a timely manner.
- With the majority vote of the Section Executive Committee, appoint any new Executive Committee directors in January to serve a 2-year term. One of the Executive Committee Directors will be the Past President and the other five Executive Committee Directors will be selected and approved by majority vote of the Officers of the Section (President, Vice President, President-Elect, Secretary, Treasurer), and the Past President. (We currently have 6 Directors, including the Past-President, but the Bylaws state we need at least 3.)
- Appoint standing committee chairs and members in January, except for the Nominating Committee, which should be appointed by September.
- Create new committees and appoint committee chairs and (if necessary) committee members upon creation of the committee.
- Monitor and lead (as necessary) committees until their business and or goals are completed.
- End custom committees and remove committee chairs and members as necessary.
- Ensure critical function of monthly luncheons if presented with challenging of circumstances.
- Develop Section announcements as necessary (e.g. special events, request for nominations, distribution of election ballot, Annual Meeting, etc.) and share those announcements with the Webmaster and/or Secretary for proper distribution.
- Ensure the financial health of the Section by working with the Treasurer to monitor cash flow and make adjustments accordingly.
- Serve as authorized signatory on all Section financial accounts along with the Treasurer.
- Determine a date, time, and location for the Annual Meeting and share that information with the Webmaster and/or Secretary for distribution at least 30 days prior to the Annual Meeting.
- Work with the Secretary and Nominating Committee to confirm nominated candidates for election as Officers and finalize the ballot for online and hard copy distribution at least a recommended four weeks prior to the close of the election.
- Request Officers and Committee Chairs to complete respective Officer/Committee Annual Reports and return to President prior to Annual meeting



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- Respond to National AIPG documentation requests such as Annual Section Reports, Advisory Board requests, Section dues, and National Conference registration (President).
- Attend the AIPG National Conference & Business Meeting (Changed to the President from the President-Elect in 2018).