

# MGUG Board of Directors: Job Description and Director Responsibilities

## PART 1: JOB DESCRIPTION

Manitoba GIS User Group (MGUG) Board members collectively and individually are responsible to the membership of MGUG to oversee the business of the organization in an effective manner. The MGUG Board of Directors is accountable for the performance, strategies, policies and performance of the organization.

### Requirements

MGUG Board members are expected to attend all Board meetings and to devote the amount of time appropriate to contribute to the smooth running of the Board and the success of the organization. They may serve as chair or member on other Board sub-committees and must be a member in good standing of MGUG.

### Qualifications

- High level of integrity
- Good oral and written communications skills
- Other skills and qualifications as required for specific Board responsibilities

### Accountability

Each MGUG Board member is accountable for the following:

- Executing the duties of the Board with loyalty, diligence and without conflict of interest
- Careful stewardship of MGUG's financial resources
- Safeguarding the purpose and constitution of the organization
- Ensuring the development and implementation of an effective strategic plan
- Monitoring and ensuring adequate organizational performance
- Serving in the best interests of the organization's membership

### Duties

- To attend meetings of the Board (at least 12 per year)
- To assist with the organization of MGUG sponsored events
- To review Board materials and discussion items in a timely manner
- To actively participate at each meeting
- To serve as a loyal and effective ambassador for the organization
- To treat all members of the Board and MGUG team with respect and inclusiveness



- To place the interests of MGUG before their own personal and/or professional interests, in the course of their duties with MGUG

### Term

Except for the President, which shall not hold office for more than two consecutive years, all members of the Board of Directors shall not hold office for more than five (5) consecutive years, but in the case of an emergency the Board may extend such time from year to year. All nominated candidates for Board positions must be elected at the AGM.

### Compensation

Board members receive no financial compensation for serving in this office, but do receive payment for travel and incidental expenses incurred while performing the business of the Board or its committees. A variety of intangible benefits accrue to the experience including, but not necessarily limited to: satisfaction in serving the cause of MGUG, enhanced professional profile, professional and personal development, education, development of lifelong friendships and alliances and fun.

### Evaluation

Performance is self-evaluated and evaluated by the Board annually.

## **PART 2: DIRECTOR RESPONSIBILITIES**

The President, Vice-President, Secretary and Treasurer represent the Executive of the Manitoba GIS User Group (MGUG).

### 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.

### 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.



### 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 keep a correct list of the members and their addresses in MGUG roster, to conduct the correspondence of MGUG, 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.

### 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 a recognized financial institution to be designated by the Board of Directors. The Treasurer shall pay by cheque, counter-signed 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.

### Communications Director

The Communications Director has the following responsibilities:

- Coordination of articles submitted to MGUG and layout of newsletters
- General editing of newsletter content and graphics
- Publishing newsletter (digital version only)
- Using social media to promote MGUG and its activities
- Chair any communications related sub-committees

### Conference Director

The Conference Director has the following responsibilities:

- Coordinate all activities associated with MGUG Workshops and Conferences
- Chair any Conference and Workshop sub-committees
- Be the primary MGUG contact for Conference/Workshop venues
- Work with the Sponsorship Director to ensure Conference/Workshop sponsorship



### Education Director

The MGUG Education Director will be an individual who holds a continuing academic appointment within the university, college, or high school education system and for whom their primary teaching or research duties involve the use of GIS and its related fields.

The primary duties of this position are:

- To administer the various scholarships MGUG makes available and to currently examine the potential for the development of new scholarships.
- To strengthen the connection between the education and the private/government sectors by facilitating an ongoing dialogue designed to support the continued development of all sectors with regards to GIS and its related fields.
- To facilitate discussions between all levels of education with regards to GIS and geomatics curriculum development and to support any initiatives arising from those discussion.

These duties will be executed by the Education Director and the Education Sub-Committee.

The Education Sub-Committee is tasked with the primary execution of the duties as defined above and could be comprised of the following individuals: Education Director (chair), Student Director, member(s) of MGUG Executive and members-at-large, i.e., stakeholders from the community who wish to participate.

### Geomatics Directory Director

The purpose of the Manitoba Geomatics Directory is to provide information on government organizations, educational institutions, professional organizations, suppliers and industry involved in geomatics in Manitoba.

The Geomatics Directory Director has the following responsibilities:

- Develop a Directory of Manitoba businesses and institutions engaged in geomatics within the Province
- Encourage contributions to the Directory
- Promote the Directory
- Work with the Website Director to ensure the online Geomatics Directory is updated and current

### Membership Director

The Membership Director has the following responsibilities:

- Keep an up to date database of the online users of MGUG
- Keep an up to date MGUG email distribution list



- Adding to the membership list
- Edit user profiles, reset passwords
- Help out with MGUG Conferences and Workshops as required (e.g. registration table)
- Attend monthly Board meetings

#### Sponsorship Director

The Sponsorship Director has the following responsibilities:

- Solicit MGUG Association and Conference/Workshop sponsorships
- Be the primary contact for MGUG sponsorship related matters
- Draft correspondence to MGUG sponsors as required
- Keep track of Association sponsor renewals
- Correspond with Association and Conference/Workshop sponsors
- Work with the Conference Director to ensure Conference/Workshop sponsors are

#### Student Director

The Student Director is responsible for facilitating communication between students and professionals in GIS and geomatics. This may include, but is not limited to: organizing student-focused events and ensuring the inclusion of presentation content of interest to students at MGUG conferences/workshops; promoting direct student involvement in MGUG events (e.g. presentations by students); communicating with student groups to convey information relating to MGUG and other GIS events and opportunities; gathering student ideas and perspectives, conveying these to the MGUG board, and acting on them if appropriate; communicating and working with high schools that have or are interested in having GIS programs.

In addition, the Student Director contributes to general Board tasks, such as meetings and conference planning/organization.

#### Website Director

The Website Director has the following responsibilities:

- Develop and maintain the MGUG website
- Develop or modify any code used to add functionality to the website (for example, java script)
- Create and maintain a consistent look and feel for the website using HTML and cascading style sheets
- Produce and update content on the website using a content management system to manage and archive posts
- Use site metrics tools to track site traffic, performance, and page views to produce reports for review
- Control who can create, edit and administer forum posts with access controls and remove spam users or content

