

MAGIP Committee Chair Responsibilities

Date Created: 11/3/2015

Last Revised: 1/5/2016

The MAGIP Board is comprised of the following Committee Chairs: Professional Development, Technical, Education, and Operations & Business. The Professional Development, Technical, Education Chairs are selected within their respective committees and then approved by the board. The Operations & Business Committee Chair position is held by one of the elected Board Members-At-Large.

There are also several Subcommittee chairs that report to Committee Chairs. The Membership, Web, and Marketing Subcommittees report to the Operations & Business Chair. The Conference, Mentoring, and Professional Certification Subcommittees report to the Professional Development Chair. The Grant and Scholarship Subcommittee reports to the Education Chair. The Technical Session Subcommittee reports to the Technical Chair. Ad Hoc Committees can also be formed at the discretion of the Board. For example, the GIS Day Committee is an Ad Hoc Committee that reports to the Professional Development Chair.

As stated within the MAGIP Bylaws (<http://magip.org/Bylaws>) Chairs of standing committees:

- Must be a MAGIP member in good standing
- Shall serve a two-year term without term limits
- As a board member must attend at least one (1) of the four yearly Board meetings in person
- Committee Chairs are to hold quarterly Committee meetings and report back to the Board

As stated within the MAGIP Bylaws (<http://magip.org/Bylaws>) Chairs of subcommittees and ad hoc committees:

- Must be a MAGIP member in good standing
- Hold quarterly Committee meetings and report back to the Board

Specific Committee Chairs duties include:

- Hold Quarterly Meetings (more often if needed or directed by the board)
 - Develop meeting agenda
 - Send meeting notice to the board and committee members
 - Advertise meetings to the membership via the listserv
 - Record minutes and post them to the Committee Webpage
 - Keep a list of current committee members in your committee folder in Google Drive
 - Update Google Drive with pertinent Committee Documents
- Attend the annual MAGIP 2-day Board Retreat
 - Update Work Plan with Committee Goals, Objectives and timeline
- Update Budget
 - Work with the MAGIP Treasurer to set a yearly budget
- Update the Committee Webpage

Education Committee duties include:

- Serve to promote the exchange of Geographic Information Technology to K-12, colleges and universities and the public through
 - Grants
 - Scholarships
 - Training

- Mentoring

Professional Development Committee duties include:

- Ensure that the continuing education needs of the membership are met
- Responsible for planning and coordinating the biennial GIS conference

Technical Committee duties include:

- Responsible for planning and conducting the association's technical sessions
- Responsible for advising the board and membership on technical issues

Operations & Business duties include:

- Manage the membership subcommittee, marketing subcommittee, and web presence
- Oversee day-to-day operational and business details

Membership Subcommittee duties include:

- Recruitment of new members
- Retention of existing members
- Maintenance of membership

Mentoring Subcommittee duties include:

- Help members find assistance by networking with other MAGIP members
- Updating web materials

Web Subcommittee duties include:

- Maintain an active, current, and informative website
- Develop and implement policies and procedures
- Provide administrative access to web pages
- Research all aspects of technology to share info/ideas within the website

All MAGIP Board Members receive the following benefits:

- MAGIP Nametag
- Paid registration to the MAGIP conferences not including workshop registrations
- Lunch provided at all Board meetings

Committee Chairs may use any of the software available to the board for MAGIP business purposes including:

- GoToMeeting
- Wild Apricot
- SurveyMonkey
- Google Drive