|  |  |  |  |
| --- | --- | --- | --- |
| Position Title: | Information Officer/Secretary | Travel Required: | Minimal |
| Position term: | 2 years | Reports to: | President |
| Anticipated hours/month: | 4-6 | Required meetings attended per year: | 11-12 |
| Position Description |
| Work with other members to lead Minnesota’s arboriculture industry through identifying member needs, coordinating with and leading other volunteers, and through building and sharing your knowledge and expertise. Work as a team with other Executive Committee members to discuss policy, education and other things effecting the membership and record the official record of actions and decisions taken in Executive Committee meetings.Benefits* Build your professional network statewide and internationally
* Strengthen leadership and communication skills
* Attend one MSA event per year free of charge and the International Society of Arboriculture Leadership Workshop
* Add to your resume through serving in a leadership position
* Make decisions that benefit and impact the industry

Roles and Responsibilities* Participate as an active team in making informed decisions effecting the membership.
* Take minutes at monthly Executive Committee meetings
	+ Typically held in Twin Cities Metro Area on the 1st Thursday of the month, 8am-11am
* Digitally distribute minutes within 10 days of meeting to Executive Committee
* Lead the Publicity Committee, which includes the Publications and Awards subcommittees, as well as other committees as assigned
	+ Give regular updates to Executive Committee on activities of committees being overseen.

Additional Notes* Template and training for taking meeting minutes will be provided
* An officer is expected to take office January 1, 2019
 |