

INFORMATION OFFICER DESCRIPTION - EXECUTIVE COMMITTEE

Position Title:	Information Officer	Travel Required:	Minimal
Position term:	2 years	Reports to:	President
Anticipated hours/month:	4-6	Required meetings attended per year:	13

Position Description (*updated 12/28/2019*)

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

Executive Role

- Participate as an active team in making informed decisions effecting the membership.
- Assist in carrying out the mission and strategic plan of MSA.
- Attend and participate in Executive Committee meetings (12 per year).
- 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.

Committee Support Role:

- Serve as Executive Committee liaison to 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.
- Communicate Executive Committee strategic plan and direction to Publicity committees and provide guidance to ensure MSA's mission is being met and that education events meet the needs of MSA members.
- Attend committee meetings as needed.
- Work with and enable Committee Chairs as needed.
- Maintain regular communication and updates from Committee Chairs to relay to Executive Board.

ADDITIONAL NOTES

- Template and training for taking meeting minutes will be provided.
- All Chairpersons and Executive Committee members are allowed to attend one MSA event per year free of charge.