



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 as are appropriate. The President shall appoint the members of all committees of this Section. The President shall be responsible for carrying out all of the policies and directives of the Section Executive Committee, except where such responsibility is specifically assigned to another officer. Meetings of this Section may be called at any time by the President or by the Section Executive Committee, upon five days notice. Notice may be provided by publication of a schedule of meeting dates in a regular publication of this Section.

As Recalled and Interpreted by Outgoing 2015 President, Jake Dalbec

- Prepare luncheon meeting agendas through coordination with Vice President, Webmaster, Sponsor Chair, and (if necessary), the speaker
- Schedule at least four Executive Committee meetings per year in addition to 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 approve 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.
- Appoint standing committee chairs and members in January.
- 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 Communications Chair 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.
- Determine a date, time, and location for the Annual Meeting and share that information with the Webmaster and/or Communications Chair for distribution at least 30 days prior to the Annual Meeting.
- Work with the Secretary 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
- Respond to National AIPG documentation requests such as Annual Section Reports, Advisory Board requests, Section dues, and National Conference registration (President-Elect).