



MINNESOTA SECTION

The American Institute of Professional Geologists

Executive Committee Director Duties Summary

- Term of office for Executive Committee member is two years, during which time Executive Committee director will maintain an active membership, including payment of annual dues, in AIPG.
- Maintain a familiarity with the AIPG Bylaws of the Minnesota Section and conduct business in accordance with the Bylaws.
- Maintain professional conduct as a member of the organization and support the purpose of the organization as stated in the Bylaws.
- Attend Section Executive Committee meetings. Before each meeting, review minutes, agendas and any other documents provided before the meetings and actively participate in meetings by discussing, commenting, and voting on action items.
- Notify President of agenda items at least one week before an Executive Committee meeting and assist, when possible, with items for the section newsletter.
- Review all materials posted to the public Section website located at www.aipgmn.org.
- Perform duties and responsibilities required by any standing committees, if assigned to; and, any ad hoc or special committees, if assigned to or volunteered to serve on.
- Attend organizational meetings (lunches, annual events, and other gatherings) as often as possible.
- Assist when possible other Executive Committee members, members, and non-members with event planning and registration, if needed.
- Notify any one of the officers if at any time a Director can no longer perform the assigned duties and responsibilities.
- Perform any other duties as assigned and have fun.