

Minnesota Change Management Network

2023-2024 Board Position and Committee Descriptions

All board members are expected to:

- Actively participate in monthly Board of Directors (BoD) meetings (currently held the second Monday of each month, 5-7 PM).
- Attend MnCMN events, including monthly change summits (currently the third Thursday of each month, 4:30 – 6 PM).
- Manage and cultivate volunteer committees. After serving a one-year term, Vice Chair positions are eligible for Chair roles.

High-Level Descriptions of Board and Committee Positions

COMMUNICATIONS

• Chair (Board member)	15-20 hours/month	1-year term
• Vice Chair (Board member)	15-20 hours/month	1-year term
• Committee Members	Varies	TBD

Committee Description:

As the voice of the organization, coordinates, develops, and launches communication to our membership.

Responsibilities:

- Build awareness of MnCMN and all events
- Generate excitement, interest and attendance to MnCMN events
- Recruit and sustain a robust volunteer committee
- Develop and maintain marketing toolkit to leverage for MnCMN events

MEMBERSHIP

• Chair (Board member)	15-20 hours/month	1-year term
• Vice Chair (Board member)	15-20 hours/month	1-year term
• Committee Members	Varies	TBD

Committee Description:

Drives increased value and benefits to our most valued asset – our members.

Responsibilities:

- In partnership with the board, develops the member value proposition/benefits
- Represents the membership perspective/experience at the Board and Committee levels
- Measures and monitors the membership experience and implement strategies to achieve desired levels of satisfaction
- Reports membership data to key stakeholders have current information about our membership
- Responds to questions from members regarding their membership with a high degree of customer service
- Manages member engagement at MnCMN events
- Develops strategies and partnerships to recruit new members and retain existing members

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PROFESSIONAL DEVELOPMENT

• Chair (Board member)	15-20 hours/month	1-year term
• Vice Chair (Board member)	15-20 hours/month	1-year term
• Committee Members	Varies	TBD

Committee Description:

Develops, plans, and executes events, trainings, special speakers, etc. in service of the MnCMN members. Continued focus on what members are asking for as part of their professional advancement and growth.

Responsibilities:

- To provide opportunities that can assist learning, resources, and improvements across the breadth of our members
- Develop and improve core sustainable processes that provide longevity to MnCMN
- Connect with change summits/program committee to establish event/summit connection points

PROGRAMMING / CHANGE SUMMITS

• Chair (Board member)	15-20 hours/month	1-year term
• Vice Chair (Board member)	15-20 hours/month	1-year term
• Committee Members	Varies	TBD

Committee Description:

Develop concepts and book talent to create compelling, relevant programming.

Responsibilities:

- Develop and deliver high-quality programming on a range of topics to attract and retain a diversity of member types
- Deliver a variety of programming event types, styles, and locations to better engage and draw in potential or existing members across a range of attitudes and availabilities
- Create environments and programming that drives member value by fostering connections across the Change Management ecosystem

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TREASURER

• Treasurer (Board member and Executive Committee member)	15-20 hours/month	1-year term
• Vice Treasurer (Board member)	15-20 hours/month	1-year term

Role Description:

Serves as the financial steward of the organization by protecting the financial health of the organization and leading strategic financial planning efforts.

Responsibilities:

- Budgets – Lead the annual budget process as well as track/compare the actual revenues and expenses incurred against the budget throughout the year
- Financial Policies – Oversee the development and adherence of the organization’s financial policies
- Provide guidance and consultation on viable options to support MnCMN initiatives and participate in the negotiation of both short term and long-term financial expenditures arrangements
- Work with association management staff to ensure oversight of MnCMN financial transactions
- Work with association management staff to provide monthly and annual financial reports to the Board of Directors

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VICE PRESIDENT

20-40 hours/month

3-year term

Role Description:

Champions MnCMN and advocates across the ecosystem, partner with the Executive Committee to provide overall leadership to the Board that honors the past and prepares for the future.

First year serves as Vice President, second year as President and final year as Past President.

Responsibilities:

- Through Executive Committee Leadership, enable and give purpose to the committees and plans of the Board of Directors
- Develop and improve core sustainable processes that provide longevity to MnCMN
- Facilitate and manage the interdependencies and “connectedness” of the committees of the BOD
- Build external partnerships that support the short and long-term goals of MnCMN
- Succession plan for the BOD