

**Minnesota Government Engineers Council (MGEC) – Position Description**

**MGEC Past President**

**General Purpose of Past President:** Act within the confines of the Constitution and the policies established by the membership and the Executive Board to act in the best interest of MGEC and its members. The Past President needs to have a level of understanding and knowledge that goes beyond what is typically expected of general membership. This position exists to provide continuity of MGEC leadership and provides a valuable role in the transfer of organizational knowledge and operations to new board members. The Past President is a member of the Executive Committee. The Past President must be a full member of MGEC and holds one vote on the Executive Board. In the absence of the President and Vice President, the Past President shall fulfill the duties of the President (BY-LAWs 4, 5).

**Terms of office:** The term of office for the Past President will be one administrative year (Article VII, 1). Nominations are not accepted for the office of Past President. The office of Past President will be filled by the most recent outgoing President. In the event of the most recent Past President being elected to another MGEC position or becoming ineligible for office, the office of the Past President will be appointed by the Executive Board from the most recent previous Past Presidents willing to serve. The Past President position may also remain vacant for the remaining regular term (Article VI, 7).

**Duties of the Past President:**

* Should both the Office of the President and the Office of the Vice President become vacant at the same time, call a meeting of the Executive Board. The Executive Board will fill the remaining regular terms by appointment (Article VI, 5)
* Organize MGEC historic information and ensure it is properly filed and archived such that it can be efficiently accessed by the Board (i.e., use a meaningful file structure) on MGEC servers. This includes
	+ Board agendas,
	+ Meeting minutes,
	+ Executive Director Packet and notes,
	+ Member event and board event photos,
	+ Financial records (e.g., accounting, budget, payroll, and information related to MGEC physical and monetary assets),
	+ administrative information (e.g., contracts and performance reviews),
	+ Advocacy information (e.g., grievances)
* Provide historic context to the board for decisions made during two or more previous presidential terms.
* Serve on review panels for MGEC Executive Director and Staff for:
	+ Performance reviews (when conducted ad-hoc)
	+ Annual performance reviews
	+ Special financial reviews
	+ Position description review
* Serve on interview panels, when requested by the President or Executive Director
* As a member of the Executive Committee the Past President shall
	+ Assist with recommend policies and positions to the President and Executive Board.
	+ Assist with establishing committees and subcommittees as needed to conduct MGEC business.
	+ Meet at the call of the President.
* Attend and participate in Annual and Executive Board meetings
* Contact the Vice President, President and/or Executive Director when unable to make a meeting.
* Prepare for each meeting by reviewing minutes/notes to allow for an efficient meeting
* Arrive at meetings on time.
* Plan on staying for the entire meeting.
* Leave organizational titles at the door, as each board Director represents 13 agencies not just the one they belong too.
* Focus on the discussion—avoid side conversations and distractions like email and cell phones as applicable.
* Follow up on commitments made at each meeting within set time period.
* Respect and adhere to final Board votes.
* Stick to the issues—avoid discussing personalities or individual situations.
* Be patient and avoid interrupting; provide space for everyone to have a voice.
* Sensitive topics will be discussed at board meetings. Board meetings are a safe place to share ideas and thoughts.
* Do your best to understand the pros and cons of every option, not just those you prefer.
* Seek first to understand, not to be understood. Ask questions to seek clarification when you don't understand the meaning of someone's comments.
* Note - While an active Driver’s License is not required, Past Presidents are generally expected to have access to transportation in order to attend Board Meetings and to visit nearby Agency offices when called for.
* Consider issues from both management and labor perspectives.
* Be willing to try new, innovative approaches.
* It is generally expected (but not required) that the Past President will serve on a minimum of one Committee.
	+ When working on a Committee, all participants will view other members as equal partners and support the Committee process and decisions.

**Communication Practices**

Use of building facilities (including email, phone, conference call, and computer) is permitted under the MGEC Contract:

“MGEC Contract, Article 4, Section 2. Posting Space. The Agency shall provide the Council access to communicate with members of the bargaining unit via electronic communication and meeting space, as available.”

For any sensitive business pertaining to Board operations or discussions within the Board, restrict communication to the following methods:

* Personal email
* Personal cell phone
* Personal Microsoft Teams or Skype application
* Personal computer

The Membership is not expected to use personal cell phones and emails in order to communicate with MGEC Officers. Therefore, when communicating with Members, or in other situations where one email or phone number in the communication chain is a State of Minnesota phone number or address, restrict communication to the following methods:

* Work (State of Minnesota) email
* Work (State of Minnesota) phone
* Work (State of Minnesota) Microsoft Teams or Skype application
* Work (State of Minnesota) computer

**Shared Competencies and Behavior:**

* **Character:** Exhibits the traits of self-awareness, integrity, humility, accountability, dependability and trustworthiness. Leads by example and demonstrates respect for all.
* **Leadership:** Listens, appreciates, encourages, inspires, mentors, serves others, and builds community. Leads change effectively. Exercises foresight, acts strategically and aligns with the vision of MGEC. Promotes productivity and balance.
* Manage relationships by adapting leadership style, motivational techniques, and conflict management style to individuals and situations.
* **Responsibility:** Accepts personal responsibility for actions. Displays a high degree of professionalism. Contributes to a positive environment and is fair-minded.
* **Team Work:** Collaborates with internal and external partners. Works and communicates effectively with others. Openly discusses conflict and works toward a resolution.
	+ Establishes and maintains effective working relationships with MGEC staff, the Executive Board and members.
* **Honesty:** Complete honesty—there will be no reprisals. Be honest with membership, transparency is key.
* **Respect:** Respect others’ feelings, rights, opinions and ideas. Respectfully hold each other accountable to behavior expectations. If held accountable for inappropriate behavior, respond with empathy, not defensiveness.

**Past President**

**TERM: 2020**

President SIGNATURE/DATE Executive Director SIGNATURE/DATE

(Past President accepts this position) (Position description reflects current duties/responsibilities)