

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

**MGEC President**

**General Purpose of 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 President needs to have a level of understanding and knowledge that goes beyond what is typically expected of general membership, facilitate MGEC meetings, and be able to delegate the responsibilities of the office except where otherwise specified by the Constitution. The President is a member of the Executive Committee and Executive Board. The President must be a full member of MGEC.

**Terms of office:** The term of office for President will be one administrative year, and at the end of that administrative year accede to the office of Past President, unless the position was appointed as described in Article VI & VII of the constitution.

**Duties of the President:**

* During the election cycle establish an ad-hoc Nominating Committee & Teller Committee consisting of at least three Full Members (for each Committee) who are both not running for office on the ballot and are not members of the other Committee. Members of the Nominating Committee are to be approved by the Executive Board. (ARTICLE IX)
* When considering Amendments to the Constitution, the President will establish an ad-hoc Teller Committee, to be approved by the Executive Board. (ARICLE XI)
* Designate a date for a general election of officers and directors one per year at least sixty (60) calendar days preceding the close of the administrative year. (BY-LAW 4)
* As a member of the Executive Committee the 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.
  + Be involved with minor changes to the contract, with the Negotiating Committee and Bargaining Team having the authority to enter into supplemental agreements, (e.g. Memorandums of Agreement/Understanding) between MGEC and the State.
* The President will preside at the Annual, Executive Board, and Executive Committee meetings and shall conduct all the business of MGEC with an affirmative vote of the Executive Board and the advice of any appointed committee. (BY-LAW 4)
* Contact the Vice President, Past 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, Directors are generally expected to have access to transportation in order to attend Board Meetings and to visit nearby Agency offices when called for.
* The President does not have a vote on the Executive Board, except in the case of a tie vote. (BY-LAW 4)
* Hire and determine the compensation for such outside assistance as may be necessary for advancement of the objectives of MGEC, with Executive Board approval. (BY-LAW 4)
* President or Majority vote of the Executive Board will call for an Annual Meeting of the membership of MGEC. (BY-LAW 7)
* The President has the ability to call special meetings. (BY-LAW 7)
* President or majority of Executive Board will call Executive Board meetings. (BY-LAW 7)
* Call for Executive Committee meetings when deemed necessary. (BY-LAW 7 & ARTICLE V)
* The President will appoint an ad-hoc Negotiation Committee & Bargaining Team with the advice and consent of the Executive board. (BY-LAW 9)
* If new labor contracts are sent out to the membership for a vote the President will establish a Teller Committee to review the results of the vote. (BY-LAW 9)
* Consider issues from both management and labor perspectives.
* Be willing to try new, innovative approaches.

**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.

**President**

**TERM: 2020**

President SIGNATURE/DATE Executive Director SIGNATURE/DATE

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