

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

**MGEC Secretary**

**General Purpose of Secretary:** 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 Secretary records discussions at MGEC meetings. Be a participating member on the Executive Committee. The Secretary must be a full member of MGEC and holds one vote on the Executive Board.

**Terms of office:** The term of office for Secretary will be two administrative years, beginning on January 1st and ending December 31st of the following year.

**Duties of the Secretary:**

* Record accurate and detailed board meeting minutes and submit them to the executive director in a timely manner.
* Make sure meeting minutes get posted on the MGEC web site after the board moves to approve them.
* As a member of the Executive Committee the Secretary shall
	+ Assist with recommending 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.
* Promote the highest standards of engineering and professional practice among MGEC members and associates (Article II, 1)
* Advance the professional and economic status of MGEC members and associates (Article II, 3)
* Encourage participation in engineering and related professional societies (Article II, 4)
* Assist engineering and other related professional organizations in activities which are in the best interests of the MGEC members and associates (Article II, 5)
* Attend and participate in Annual and Executive Board meetings
* Contact other Directors, 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.
* Present the past meeting minutes for approval.
* 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, the Secretary is 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 Secretary 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.
* **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.
* **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.

**Secretary**

**TERM: 2020**

Secretary SIGNATURE/DATE Executive Director SIGNATURE/DATE

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