

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

**MGEC Representative**

**General Purpose of a MGEC Representative:** 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 Representative must be a full member of MGEC.

**Voluntary Terms of office:** The term for a MGEC Representative is a voluntary position that is highly valued. The MGEC Representative can relinquish their duties at any time upon notice to the Executive Director and/or President.

**Duties of a MGEC Representative:**

* 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 board or committee meetings, negotiations, and events
* Contact other Representatives, Directors, President, and/or Executive Director when unable to make a meeting/event.
* Arrive at meetings/events on time.
* Plan on staying for the entire meeting.
* Leave organizational titles at the door.
* 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 committee/group decisions.
* 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 meetings. MGEC 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, Representatives are generally expected to have access to transportation in order to attend 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.

**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 to communicate with MGEC Officers but may choose to. 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.
* **Teamwork:** 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.

**Description Statement:** In Policy III to the Constitution, MGEC determined that prior to MGEC Representatives attending any event for an MGEC team, committee, board, or other fashion where they will be representing MGEC, all MGEC Representatives must certify their understanding of their responsibilities under this Position Description and their commitment to abide by the description provisions by signing below.

**MGEC Representative**

**TERM: TBD**

Representative SIGNATURE/DATE Executive Director SIGNATURE/DATE

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