



## Minnesota Change Management Network 2017-2018 open board positions

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The MNCMN Board is accepting nominations for board positions effective June 1, 2017.

All board members are expected to actively participate in monthly Board of Director meetings as well as attend MNCMN events. They are also responsible for cultivating and managing volunteer committees. *After serving a one-year term, Vice Chair positions are eligible for Chair roles.*

To apply for one of the roles below, please complete the online application form at [www.mncmn.org](http://www.mncmn.org) by **Friday, May 5, 2017**.

### High-Level Descriptions of Open Board Positions

<b>ADMINISTRATOR</b>	<b>4-10 hrs/ mo.</b>	<b>1 year term</b>
<p><b>Role Description:</b></p> <p>Provides the invaluable administrative support for the organization. Serve as the glue that keeps the MNCMN Board organized and on track.</p> <p><b>Role Purpose:</b></p> <ol style="list-style-type: none"><li>1. Board-specific information management</li><li>2. Coordinates key meetings and Board-specific activities</li><li>3. An organizational ninja</li></ol>		
<b>EVENT MARKETING VICE CHAIR</b>	<b>20-40 hrs/ mo.</b>	<b>1 year term</b>
<p><b>Role Description:</b></p> <p>Promotes and markets and MNCMN events and activities.</p> <p><b>Role Purpose:</b></p> <ol style="list-style-type: none"><li>4. Build awareness of MNCMN and all events</li><li>5. Generate excitement, interest and attendance to MNCMN events</li><li>6. Recruit and sustain a robust Event Marketing volunteer committee</li><li>7. Develop and maintain marketing toolkit to leverage for MNCMN events</li></ol>		

**INTERNAL COMMUNICATIONS VICE CHAIR****15-20 hrs/ mo.****1 year term****Role Description:**

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

**Role Purpose:**

1. Build awareness of MNCMN and all programming events to our membership base
2. Generate excitement, interest and attendance to MNCMN programming events
3. Recruit and sustain a strong communication volunteer committee
4. Maintain library and archive key communication materials for use by MNCMN board

**MEMBERSHIP VICE CHAIR****15-20 hrs/ mo.****1 year term****Role Description:**

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

**Role Purpose:**

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

**NETWORKING VICE CHAIR****20-40 hrs/ mo.****1 year term****Role Description:**

Develops formal and informal networking opportunities for the MNCMN community.

**Role Purpose:**

1. Build awareness of MNCMN
2. Provide opportunities for the change management ecosystem to connect, network, and collaborate
3. Formally structure this facet of the organization

**PUBLIC RELATIONS VICE CHAIR****15-20 hrs/ mo.****1 year term****Role Description:**

Drives large-scale brand awareness, legitimacy, and credibility for MNCMN as a whole.

**Role Purpose:**

1. Generate awareness and understanding of MNCMN, its vision and purpose, as well as its value, credibility and legitimacy.
2. Amplify category leadership: Position MNCMN as go-to source for the media, corporations, higher education and industry associations, when they have change related questions or needs related to hiring, contracting, training, expert commentary, speaking engagements, panel participants, guest authors, and more.
3. Increase member value by helping to elevate and shape the opinion of change management as a pivotal success factor and role within organizations from the C-Suite to transformational deployments.
4. Grow collaboration and partnerships between MNCMN and other organizations.

**SUMMIT VICE CHAIR****20-40 hrs/ mo.****1 year term****Role Description:**

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

**Role Purpose:**

1. Develop and deliver high-quality programming on a range of topics to attract and retain a diversity of member types
2. 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
3. Create environments and programming that drives member value by fostering connections across the Change Management ecosystem

**TREASURER VICE CHAIR****15-20 hrs/ mo.****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.

**Role Purpose:**

1. Budgets – Lead the annual budget process as well as track/compare the actual revenues and expenses incurred against the budget throughout the year
2. Financial Policies – Oversee the development and adherence of the organization’s financial policies
3. 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.
4. Financial transaction oversight – Being knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
5. Reports – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health.

**Role Description:**

As champions for 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.

**Role Purpose:**

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

**We look forward to receiving your application!**