



	<p><b>PLEASE NOTE:</b> <a href="#">Revised MnCMN Bylaws</a> were ratified on October 24, 2024. The new bylaws change the board term start date from June 1 to February 1 for newly elected members. The new bylaws also specify 2-year terms for each role with staggered years for half of the positions. This necessitates a transition year to align with these changes, so some positions will have a 1-year term in 2025 while other positions will begin a 2-year term in 2025. The Nominating Committee and the Current Board of Directors will determine which roles will be 1-year versus 2-year terms based on the discovery work done with candidates after all nominations are in on November 22, 2024.</p>
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The Board of Directors is the governing body responsible for overseeing the strategic direction, governance, and operations of the Minnesota Change Management Network (MnCMN). Comprising elected members, the Board has the authority to make decisions, set policies, and ensure that the organization fulfills its mission of promoting excellence in change management. The Board also manages key organizational functions, including financial oversight, member engagement, and the execution of programs, while ensuring compliance with legal and organizational bylaws.

The MnCMN Board of Directors includes the following 9 (nine) elected positions:

President	Vice President	Immediate Past President
Treasurer	Sponsorship Chair	Membership Chair
Programming Chair	Professional Development Chair	Communications Chair

Additionally, the Board may appoint up to five members-at-large or co-chair positions to ensure representation of diverse perspectives and fulfill strategic needs. These roles collectively contribute to the governance, strategic planning, and operations of MnCMN.

The MnCMN bylaws can be reviewed here for specific details associated with the responsibilities of the Board of Directors: [www.mncmn.org/bylaws](http://www.mncmn.org/bylaws).

**All elected or appointed board members are expected to:**

<b>Actively participate in Board of Directors (BoD) meetings</b>	Board meetings are currently held on the second Monday of each month from 4:00 – 5:30 PM.
<b>Attend MnCMN events, particularly the Change Summits</b>	Change Summits (our primary programming for members) are held the third Thursday of each month from 4:00 – 6:00 PM.
<b>Manage, cultivate, and engage with member volunteers who help with committee tasks</b>	Each committee chair sets up an appropriate cadence of committee meetings to oversee the tasks and events planned by the committee

	<p><b>Interested in nominating yourself or another qualified MnCMN member?</b> <a href="#">Navigate to the 2025 MnCMN Nomination Form</a></p>
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<b>PRESIDENT</b>	20-25 hours/month	Term of Office TBD
<p><b>Role Description:</b></p> <p>The President of MnCMN is the principal officer responsible for providing strategic leadership and direction to the organization. The President works closely with the BoD and staff to ensure that decisions are implemented and that the mission and goals of MnCMN are achieved. This role requires the President to represent MnCMN in both internal and external capacities, lead meetings, and oversee the execution of initiatives that promote change management excellence and professional development.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership and Strategy:</b> Direct the strategic vision and ensure alignment with the organization’s mission to inspire sustainable change leadership.</li> <li>• <b>Meeting Oversight:</b> Preside over meetings of the BoD and membership, ensuring effective governance.</li> <li>• <b>Execution of Decisions:</b> Ensure that Board resolutions and decisions are carried out.</li> <li>• <b>Committee Appointment:</b> Establish and appoint members to necessary committees to support the organization’s operations and programs.</li> <li>• <b>Representation:</b> Act as the primary representative for MnCMN in external engagements and communications.</li> <li>• <b>Contract and Document Execution:</b> Execute contracts, deeds, and other authorized legal instruments on behalf of the organization.</li> </ul>		

<b>VICE PRESIDENT</b>	15-20 hours/month	Term of Office TBD
<p><b>Role Description:</b></p> <p>The Vice President of MnCMN is responsible for working closely with the BoD, committees and staff to maintain effective collaboration and alignment for processes and operations. The Vice President also works with staff to maintain the organization's records and support the internal administrative functions of the BoD. Additionally, the Vice President serves on the Nomination Committee and supports the President in the event of their absence.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Internal Alignment:</b> Partners with BoD, committees and staff to ensure that roles, responsibilities and processes are maintained, promoting effective collaboration and communications within the leadership of the network.</li> <li>• <b>Record Keeping:</b> Ensure accurate record keeping and maintenance of all organizations records, BoD meeting minutes, membership business meetings, books, correspondence and committee process documentation.</li> <li>• <b>Meeting &amp; Legal Notices Management:</b> Issue or oversee the issuance of all notices for meetings of the BoD, membership meetings, and other required notices as per the bylaws or legal obligations.</li> <li>• <b>Nomination Committee Participation:</b> Serve as a member of the Nomination Committee, helping oversee the nomination and election process for Board positions.</li> <li>• <b>Presidential Support:</b> Act in the absence of the President to lead meetings and fulfill the President's duties as needed.</li> </ul>		

<b>IMMEDIATE PAST PRESIDENT</b>	15-20 hours/month	Term of Office TBD
<p><b>Role Description:</b></p> <p>The Immediate Past President of MnCMN serves as a key advisor to the BoD, providing continuity, historical perspective, and coaching to the President and other Board members. This role supports the leadership transition while guiding strategic decisions based on past experiences. The Immediate Past President also chairs the Nomination Committee, ensuring effective leadership succession.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership Transition Support:</b> Assist the President and Board in a smooth transition by offering guidance and support based on prior leadership experience.</li> <li>• <b>Nomination Committee Chair:</b> Lead the Nomination Committee to oversee the nomination and election process for Board positions.</li> <li>• <b>Coaching and Mentorship:</b> Provide coaching and mentorship to the President and other Board members, sharing insights from past leadership.</li> <li>• <b>Historical Perspective:</b> Offer historical context and institutional knowledge to inform strategic decisions and maintain continuity.</li> </ul>		

<b>TREASURER</b>	10-15 hours/month	Term of Office TBD
<p><b>Role Description:</b></p> <p>The Treasurer of MnCMN is responsible for managing the organization's financial activities, including budgeting, tracking expenditures, and ensuring accurate financial reporting. The Treasurer works closely with the BoD to ensure the organization's financial health and compliance with financial policies.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Budgeting:</b> Assist in the preparation of the annual budget by working with Board members and aligning financial resources with organizational priorities.</li> <li>• <b>Financial Tracking:</b> Maintain accurate records of expenditures and provide monthly financial reports to the BoD.</li> <li>• <b>Financial Reporting:</b> Compile and present financial updates at Board meetings and as required for organizational transparency.</li> <li>• <b>Signature Authority:</b> Authorize or co-authorize payments, including checks, drafts, and other financial instruments, in line with MnCMN's financial policies.</li> <li>• <b>Collaboration with Advisors:</b> Confer with professional advisors when necessary to ensure compliance with corporate financial requirements and practices.</li> </ul>		

<b>SPONSORSHIP CHAIR</b>	15-20 hours/month	Term of Office TBD
<p><b>Role Description:</b></p> <p>The Sponsorship Chair of MnCMN is responsible for developing and managing relationships with sponsors to secure financial and in-kind support for the organization’s events, programs, and initiatives. This role involves leading a team of volunteers to assist in identifying potential sponsors, creating sponsorship packages, and ensuring sponsors receive the agreed-upon benefits. The Sponsorship Chair leverages committee volunteers to support the execution of sponsorship activities and helps sustain MnCMN’s financial health through external partnerships.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Sponsorship Development:</b> Identify, pursue, and secure sponsorships from organizations aligned with MnCMN’s mission, delegating research and outreach tasks to committee volunteers.</li> <li>• <b>Relationship Management:</b> Build and maintain strong relationships with sponsors, ensuring they are engaged and satisfied with their partnership, with the help of volunteers for regular communications and engagement.</li> <li>• <b>Sponsorship Packages:</b> Develop attractive sponsorship packages in collaboration with committee volunteers, ensuring alignment with the goals of both MnCMN and potential sponsors.</li> <li>• <b>Event Support:</b> Coordinate sponsor participation and visibility at MnCMN events, utilizing committee volunteers to handle logistics, communications, and on-site sponsor needs.</li> <li>• <b>Financial Oversight:</b> Collaborate with the Board and Treasurer to align sponsorship efforts with the organization's financial goals, using volunteers to assist in tracking sponsor commitments and contributions.</li> <li>• <b>Committee Volunteer Oversight:</b> Recruit, lead, and oversee committee volunteers, delegating tasks and ensuring they have the support and guidance needed to execute sponsorship-related activities effectively.</li> </ul>		

<b>MEMBERSHIP CHAIR</b>	15-20 hours/month	Term of Office TBD
<p><b>Role Description:</b></p> <p>The Membership Chair of MnCMN is responsible for recruiting, retaining, and engaging members to grow the organization’s community. The Membership Chair leads a team of volunteers to support membership initiatives, including managing membership records, developing strategies to attract new members, coordinating recruitment efforts with sponsorship committee and fostering member engagement. This role plays a crucial part in ensuring MnCMN maintains an active and thriving membership base.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Membership Recruitment:</b> Develop and implement strategies to attract new members, leveraging committee volunteers to assist with outreach and promotion.</li> <li>• <b>Membership Retention and Engagement:</b> Create and execute programs to retain and engage existing members, utilizing volunteers to help coordinate member communications, events, and feedback initiatives.</li> <li>• <b>Member Onboarding:</b> Ensure that new members receive a welcoming and informative onboarding experience, delegating tasks to committee volunteers to facilitate introductions and provide resources.</li> <li>• <b>Event Participation:</b> Collaborate with other Board members to promote member involvement in MnCMN events and activities, with committee volunteers supporting event promotion and logistics.</li> <li>• <b>Committee Volunteer Oversight:</b> Recruit, lead, and oversee committee volunteers, delegating tasks, providing direction, and ensuring volunteers have the support needed to execute membership-related activities effectively.</li> </ul>		

<b>PROGRAMMING CHAIR</b>	15-20 hours/month	Term of Office TBD
<p><b>Role Description:</b></p> <p>The Programming Chair of MnCMN is responsible for the planning, development, and execution of the monthly Change Summit events. This role involves leading a team of volunteers to assist with event logistics, speaker coordination, and program development. The Programming Chair ensures that MnCMN offers high-quality programs that align with the organization’s mission and engage its members.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Event Planning and Execution:</b> Lead the planning and execution of monthly Change Summits, utilizing committee volunteers to assist with event logistics, registration, and communications.</li> <li>• <b>Program Development:</b> Design program content that aligns with MnCMN’s mission and members' interests, delegating research and speaker outreach to committee volunteers.</li> <li>• <b>Speaker Coordination:</b> Identify and secure speakers for events, with volunteers supporting speaker communications, scheduling, and logistical needs.</li> <li>• <b>Collaboration with Other Chairs:</b> Work closely with the Membership and Sponsorship Chairs to integrate programming with membership engagement and sponsorship opportunities, leveraging volunteers to assist with cross-functional activities.</li> <li>• <b>Event Feedback and Improvement:</b> Collect feedback from members to continually improve programming quality, with volunteers assisting in gathering and analyzing event feedback.</li> <li>• <b>Committee Volunteer Oversight:</b> Recruit, lead, and oversee committee volunteers, providing guidance and delegating tasks to ensure the successful execution of programming activities.</li> </ul>		

<b>PROFESSIONAL DEVELOPMENT CHAIR</b>	15-20 hours/month	Term of Office TBD
<p><b>Role Description:</b></p> <p>The Professional Development Chair of MnCMN is responsible for developing and managing educational opportunities for members, including workshops, certification courses, and skill-building programs. This role involves brokering partnerships with organizations like Prosci and the Agile Change Leadership Institute to offer high-value professional development opportunities. The Chair leads a team of committee volunteers to assist with program coordination, logistics, and communications, ensuring that MnCMN provides members with opportunities for continued learning and career advancement.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Program Development:</b> Create and manage professional development offerings, such as certification courses, workshops, and skill-building programs, using committee volunteers to support planning and execution.</li> <li>• <b>Partnerships:</b> Broker partnerships with external organizations (e.g., Prosci, ACLI) to deliver high-quality certification programs and educational resources, with volunteers assisting in maintaining these relationships.</li> <li>• <b>Event Coordination:</b> Oversee the logistics and execution of professional development events, delegating tasks like venue coordination, materials preparation, and communications to committee volunteers.</li> <li>• <b>Member Engagement:</b> Work with the Membership Chair to promote professional development opportunities to members and ensure alignment with their needs, using volunteers to support outreach and engagement efforts.</li> <li>• <b>Financial Management:</b> Collaborate with the Treasurer to manage the financial aspects of paid professional development programs, ensuring cost-effectiveness for MnCMN and its members.</li> <li>• <b>Committee Volunteer Oversight:</b> Recruit, lead, and oversee committee volunteers, delegating tasks, providing guidance, and ensuring they have the support needed to execute professional development activities effectively.</li> </ul>		

<b>COMMUNICATIONS CHAIR</b>	15-20 hours/month	Term of Office TBD
<p><b>Role Description:</b></p> <p>The Programming Chair of MnCMN is responsible for managing the organization’s internal and external communications, including event marketing, social media presence, and member communications. This role involves leading a team of volunteers to execute communications strategies, maintain the MnCMN website and calendar, and promote programs and campaigns such as event promotions, the yearly call for nominations/election, and the annual member-experience survey. The Communications Chair maintains close communication and collaboration with each chair to ensure that MnCMN’s messaging is clear, engaging, timely and aligned with the organization’s goals.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Event Marketing:</b> Oversee the promotion of MnCMN events, ensuring that they are accurately represented on the website calendar of events and promoted via platforms such as LinkedIn, with committee volunteers assisting in content creation and scheduling.</li> <li>• <b>Social Media Management:</b> Maintain and grow MnCMN’s social media presence, particularly on LinkedIn, using volunteers to support content generation, post scheduling, and engagement with followers.</li> <li>• <b>Member Communications:</b> Develop and distribute member communications related to events, and campaigns (e.g., election, MX survey), leveraging committee volunteers to assist with drafting, editing, and distribution.</li> <li>• <b>Content Strategy:</b> Create and manage the content strategy for MnCMN’s digital platforms, ensuring consistency in messaging and branding, with support from volunteers for research and content production.</li> <li>• <b>Collaboration with Other Chairs:</b> Work closely with the Membership, Programming, Professional Development, and Sponsorship Chairs to ensure coordinated messaging and promotion across all member engagement and event-related activities.</li> <li>• <b>Committee Volunteer Oversight:</b> Recruit, lead, and oversee committee volunteers, delegating tasks and ensuring they have the resources and support needed to effectively execute communication activities.</li> </ul>		

<b>MEMBER-AT-LARGE</b>	15-20 hours/month	1-year Appointment
<p><b>Role Description:</b></p> <p>A Member-at-Large on the MnCMN Board of Directors is an appointed position by the elected BoD members to provide additional perspective, expertise, and support in the governance and operations of the organization. Members-at-Large serve to represent the broader membership and assist in special projects, initiatives, or areas where additional leadership is needed. They do not have specific portfolios like other board members but play a flexible role in supporting MnCMN’s strategic goals.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Representation:</b> Serve as a voice for the general membership, providing input and perspective on board discussions and decisions.</li> <li>• <b>Special Projects:</b> Participate in or lead special projects and initiatives as assigned by the Board of Directors, contributing expertise or resources as needed.</li> <li>• <b>Event and Program Support:</b> Assist in the planning and execution of MnCMN events, programs, or campaigns by providing support to other Board members or committees.</li> <li>• <b>Collaboration:</b> Work collaboratively with other Board members, chairs, and volunteers to ensure the success of MnCMN’s mission and objectives.</li> <li>• <b>Advisory Role:</b> Offer guidance and input on organizational matters where broader perspectives are valuable.</li> </ul>		