



Minnesota Public Health Association Governing Council Roles and Responsibilities

General Roles and Responsibilities

- Attend MPHA Governing Council meetings. This is also governed by the by-laws. If a Governing Council member misses more than three meetings, they can be asked to step down. An organization, especially an all-volunteer organization, cannot function if its Governing Council fails to perform its duties. Therefore, it is essential to attend the meetings to take care of business. At the same time, MPHA strives to be economical in use of meeting times, and to take care of as much business as possible in other ways (e.g., electronic communication)
- Be familiar with all MPHA policies and activities.
- Become knowledgeable about the MPHA budget and participating in the budget planning process.
- Participate in activities related to the realization of the MPHA mission.
- Participate in MPHA committees and committee activities. The committees need to feel connected to the leadership of the organization and visa versa; therefore every Governing Council member is encouraged to join a committee as a member, or a co-chair
- Work to increase awareness of MPHA;
- Encourage collaboration between other organizations and MPHA;
- Participate in the recruitment of new MPHA general members, committee members, committee chairs and officers;
- Support resource development for the MPHA in whatever ways are best suited;
- Make every effort to attend the MPHA annual meeting;
- Maintain personal MPHA annual membership dues;

The Governing Council refines the annual work plan and detailed budget as soon as possible after the annual meeting.

President-elect roles and responsibilities

The president-elect presides at Governing Council meetings if the president is absent. The president-elect term provides an opportunity for the future president to plan his or her work plan building upon MPHA's overall strategic plan. The President-elect may receive assignments from the President or Governing Council for specific tasks that fit within the scope of preparing the President-elect for office.

A key challenge in a volunteer organization is the establishing of continuity from one year to the next moving an organization forward in a steady direction. A president-elect needs to be working during his or her term to determine how to continue to meet the mission of the organization, and to either move the organization closer to its vision, or establishing a new vision based on changing needs of the organization.

MPHA At Large Governing Council Members roles and responsibilities

There are six at-large Governing Council members of MPHA. Each at-large member will represent the general membership on the Governing Council, and should find ways to be in touch with members so they can adequately represent the views of the membership. The responsibilities of the at-large Governing Council members include, but are not limited to:

- Attend every governing council meeting, and come prepared to discuss issues. If you are unable to attend a meeting, you **MUST** inform the president prior to that meeting. The constitution and by-laws of the organization outline the process for removing any Governing Council member that misses more than two Governing Council meetings.
- Serve the president's request for specific tasks.
- Act as a liaison, or active member of at least one committee of MPHA [Legislative & Policy, Membership Development or Nominating Committee] In addition, ad-hoc committees will address other issues of the organization such as development, annual conference, communication.
- Understand the operations of MPHA, and become aware of, and committed to the goals and activities of the organization.