



2020-2021

MnTRIO Board of Director Positions

- **President Elect:** The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Board of Directors. The President-Elect shall serve as a member of the Membership and Credentials Committee, the Finance Committee, and the Annual Conference Committee. The President-Elect shall also serve as a Chapter representative to The Association Board of Directors.

Approximate time commitment (three years):

- Nov 2020-Nov 2021 serve as President-Elect (Nov 2020 EOA conference; 4 regional EOA meetings Friday/Saturday; 4-5 MNTRIO meetings; MNTRIO general assemblies; committee responsibilities and attend special events/activities as needed)
- Nov 2021-Nov 2022 serve as President (Nov 2021 EOA conference; 4 regional EOA meetings Friday/Saturday; 4-5 MNTRIO meetings; MNTRIO general assemblies; committee responsibilities; and attend special events/activities as needed)
- Nov 2022-Nov 2023 serve as past-president (4-5 MNTRIO meetings; April MNTRIO general assembly; committee responsibilities; attend special events/activities as needed)

- **Secretary:** The Secretary shall perform the duties customary to the office and such additional duties as may be directed by the Chapter Board of Directors. The Secretary shall be responsible for the minutes of all Board of Directors' meetings and shall submit such minutes in writing no more than 30 days after each meeting for approval by the Board of Directors at the subsequent meeting. The Secretary shall also be responsible for the minutes of the Annual Meeting of the General Assembly and of the Spring General Assembly and shall submit such minutes in writing to the Board of Directors no more than 30 days after each meeting for subsequent approval by the General Assembly. The Secretary shall be responsible for maintaining all Chapter records.

Approximate time commitment (one-year term):

- Nov 2020-Nov 2021 serve as Secretary (4-5 MNTRIO meetings; MNTRIO general assemblies; committee responsibilities and attend special events/activities as needed)

- **Treasurer:** The Treasurer shall represent the Chapter in assuring the receipt and expenditures of funds in accordance with the Fiscal Policies and Procedures Manual guidelines and the directives established by The Chapter Board of Directors, and shall be under such bond as may be determined by The Chapter Board of Directors. The Treasurer shall perform the duties customary to the office and such additional duties as may be directed by The Chapter Board

of Directors. The Treasurer shall submit written reports at each Chapter Board meeting and at the General Assembly. The Treasurer shall serve on the Finance Committee of The Chapter.

Approximate time commitment (two-year term):

- Nov 2020-Nov 2021 serve as Treasurer (4-5 MNTRIO meetings; MNTRIO general assemblies; committee responsibilities and attend special events/activities as needed)
- Nov 2021-Nov 2022 serve as Treasurer (4-5 MNTRIO meetings; MNTRIO general assemblies; committee responsibilities and attend special events/activities as needed)

- **Members-at-large (3 positions):** The Members-at-large shall represent other members and shall voice the comments and concerns of membership to the Chapter Board of Directors. Members-at-large should communicate with membership to establish an accurate perception of their opinions on issues related to the work of the Chapter. It is the intent that the three Members-at-large represent the geographical diversity of the state.

Approximate time commitment (one-year term):

- Nov 2020-Nov 2021 serve as Board member-at-large (4-5 MNTRIO meetings; MNTRIO general assemblies (fall & spring); committee responsibilities and attend special events/activities as needed)

Candidate Application:

All MnTRIO members should consider being a candidate for an office and Members should be encouraging others to be candidates to serve on the MnTRIO Board of Directors. There are no criteria based on the level and years of experience in college access or college success programs; rather a commitment to grow professionally and assist in enhancing the MnTRIO Association. For the most part nominations are self-nomination, so encourage yourself and others to complete the candidate materials.

Candidate Application for MNTRIO Board materials:

1. one-page resume summary
2. Candidate Questionnaire
 - Name, Current Professional Job Title, Institution/Agency
 - How long have you have been a member of MnTRIO
 - Participation with TRIO committees/offices/other leadership you have been involved with at the State, Regional, or National level
 - A statement in 100 words or less on your vision for this Minnesota TRIO Office and/or why you wish to run for this office position
3. Headshot photo (highly encouraged, but not required)