# Benefits & Responsibilities of MNEA Board Members

Updated September 20, 2018

## ABOUT MNEA

## The mission of the Minnesota Evaluation Association (MNEA) is to promote and improve the theory, practice, understanding and use of evaluation and its contribution to the community.

## About the MNEA Board

The MNEA Board is an **all-volunteer working board**. All board members are responsible for and actively involved in the on-going management, implementation, and work of the organization.

## Benefits of MNEA Board Service

* Opportunity for professional growth and development
* Opportunity to shape and contribute to the Minnesota evaluation field
* Opportunity to connect with and contribute to the national evaluation field through the Local Affiliates group and other American Evaluation Association opportunities

## Board Member Job Description

All board members work together to provide leadership and governance for MNEA and its programs through strategic planning, and management of resources, personnel, and other MNEA bylaw responsibilities.

An MNEA board member works to:

* Ensure that MNEA provides quality programs to achieve its mission and is prudently managed
* Secure and manage MNEA’s human, financial, and material resources
* Fulfill MNEA’s legal obligations
* Become knowledgeable about the operations of MNEA and the audiences that MNEA serves
* Represent MNEA in the community, both informally and formally

Board members commit to MNEA that they will:

* Share accountability for corporate management of the organization
* Attend monthly board meetings in the Twin Cities metro area
* Contribute an average of 8-12 hours a month
* Carry out board assignments
* Complete a three-year term of office (renewable for one additional terms)

***Board Member Qualifications***

A board member displays:

* A strong desire to promote evaluation and support those that do it in Minnesota
* An interest in participating, as a leader, in a small non-profit
* An ability to communicate effectively with other board members during and between meetings to develop, organize, and accomplish tasks
* An ability to manage and accomplish tasks independently between meetings
* Specific skills, experience, or leadership related to one or more of the following areas: communications, finance, marketing, online strategy, nonprofit management, event planning, or other relevant area of expertise

Due to the hands-on nature of board service, MNEA relies on diverse skill sets and active board members to continue the growth of the association. The following qualifications have been identified as priorities for the 2019-2021 term:

All board members are required to be:

* A professional evaluator
* A current MNEA member in good standing (dues paid)
* Recently active in MNEA events (attended at least one event since October, 2017)
* Capable of providing, on average, 10 hours of volunteer time for board service per month

## Time Commitment

Because MNEA has a working board, all members are actively engaged in the work of the association. We have endeavored to provide an accurate assessment of the average time you can expect to spend. However, the amount will vary depending on each board position’s specific flow of work.

All board members serve three-year terms and may serve up to two consecutive terms (six years of consecutive service, maximum).

* As a **Board Member At Large or Committee Chair**, you prepare for and attend board and committee meetings, review materials for meetings, attend events, and lead committees or taskforces. This work takes **10 hours per month on average.**
* As a member of the **President stream (Past-President, President, President-Elect)**, you prepare for, participate in, and lead the monthly board meetings, follow up after meetings, work on strategic and planning efforts, and create task forces and ad hoc committees. This requires an additional 5-10 hours per month, totaling **15-20 hours per month on average.**

***Board Position Descriptions***

**Executive Committee Roles and Responsibilities**

*President*

The MNEA President is the principal officer of the organization. The President sees that the resolutions and directives of the Board are carried into effect. The President presides at all meetings of the Board of Directors and at all meetings of the membership. The President may execute organizational contracts and other documents in writing that may be required or authorized by the Board of Directors. The President represents MNEA and is the liaison to the American Evaluation Association. The President is a voting ex-officio member of all Board committees. This is a three-year position (serving one year as President Elect, advancing to President for one year, and completing a one-year term as Past President).

*President Elect*

The MNEA President Elect acts in the absence or disability of the President to perform duties. The President Elect fulfills all responsibilities that are assigned to by the President. This is a three-year position (serving first as President Elect, advancing to President, and completing the term as Past President).

*Secretary*

The Secretary of MNEA is responsible for keeping the organization's records. The Secretary keeps the minutes of all meetings of the Board of Directors and the membership. The Secretary sends all notices of Board of Directors meetings and meetings of the membership. The Secretary is responsible for the keeping of all books, correspondence, committee minutes and papers relating to the business of MNEA, except those of the Treasurer. This is a three-year position.

*Treasurer*

The Treasurer shall be responsible for preparation of the proposed annual budget and shall keep (or cause to be kept) financial records belonging to MNEA. This includes, but is not limited to, general financial oversight, financial planning, banking, bookkeeping, record keeping and management of annual organization filings. The Treasurer will present to the Board of Directors a report of the finances of MNEA and will make other such reports to the Board of Directors as required.

*Past President*

The MNEA Past President will serve on the Board to provide continuity and advice to the current President. The Past President oversees outreach efforts to new and prospective members and chairs the Nominating Committee, coordinating the nominations process. This is a three-year position elected by the membership (serving first as President Elect, advancing to President, and completing the term as Past President).

*Program Chair(s)*

Two Program Chairs work together to lead MNEA's program development and implementation. This includes: identifying and prioritizing program topics from the board, MNEA members, or other relevant stakeholders; managing and supporting board or committee members in event planning; providing program budgets and reports; and fulfilling all other board member duties.

*Communications Chair*

The Communications Chair is responsible for disseminating information via the MNEA website, email, and MNEA’s social networking sites that keep the membership informed of MNEA activities and events, and share relevant professional information to the members. The Communications Chair is also responsible for setting an overarching communications plan for MNEA and overseeing its brand, including maintaining MNEA’s digital presence and creating promotional materials, as necessary.

*Member at Large*

The Member at Large will represent the perspectives of members of MNEA and accept responsibilities for special projects assigned by the Board of Directors. Special projects could include the development, administration, analysis and reporting of the membership survey, or active recruitment of new members to the organization. This is a three-year position.

**MNEA Board Application Form**

Please review the Minnesota Evaluation Association Board Application Form below. To complete your submission, please and submit your responses via the online application, found at <http://www.mneval.org/>

**DEADLINE FOR SUBMISSION: Friday, October 5**

Name:

Title:

Institution:

Daytime Telephone:

Email:

**Please provide succinct but thorough responses to the following questions:**

1. Please describe your involvement and/or association with MNEA (e.g., length of membership, committee service, program participation).
2. Please describe which MNEA Board position(s) you are interested in and why you are interested in that position. Current open positions are President-Elect, Treasurer, and Communications Chair. If you are interested in all of these positions, please let us know that, too.
3. If you have experience serving on nonprofit boards, please describe it, and include the name of the organization and position(s) you held.
4. Please describe your evaluation experience, including how many years have you been an evaluation professional.
5. MNEA Board service requires a significant time commitment, as noted in the introductory materials. Please describe your ability to fulfill this commitment throughout your term.
6. The Board of Directors meets monthly throughout the year. We will likely alternate in-person and virtual (conference call) formats for meetings. Board meetings are held in the metropolitan Twin Cities area. Please indicate if there are any barriers to your participation in monthly meetings.

**Please attach a CV/Resume to this application.**

**Next Steps: A member of the Nominations Committee will contact you for a phone interview to discuss your application and answer any questions you may have in the next few weeks.**

If you have any questions about the nominations process or board commitments, please contact a member of the Nominations Committee:

Past President: Sarah Cohn, President (scohn@auroraconsult.com)

President: Melissa Chapman Haynes (mchapman@pdastats.com)

President Elect: Nicole MartinRogers (Nicole.martinrogers@wilder.org)