

## **Responsibilities and Expectations of Education Minnesota Retired Governing Board members**

The following are the expectations of Education Minnesota Retired Governing Board members. The candidate does not need any sort of financial background.

### **Job responsibilities:**

- 1) Attend all Education Minnesota Retired Governing Board meetings and the Retired Annual Meeting.
- 2) Understand and adhere to fiduciary responsibilities.
- 3) Understand and adhere to the financial policies of Education Minnesota Retired, as well as other policies adopted by the Board.
- 4) Read and understand the Education Minnesota Retired Constitution and By-Laws.
- 5) Serve as a liaison between Education Minnesota Retired and local unions, intermediate organizations, retired local chapters, and retired members.

### **Expectations:**

- 1) Participate on at least two Education Minnesota Retired committees, or represent Education Minnesota Retired at another state or national organization.
- 2) Contact local union presidents as assigned.
- 3) Represent and promote Education Minnesota Retired membership at ESI workshops in your area.
- 4) Attend other Education Minnesota Retired sponsored events (MN/WI Border Conference, Fall Breakfast, lobby day, etc.).

### **Norms:**

- 1) Come prepared - review materials and agenda before meeting.
- 2) Arrive on time and stay for entire meeting.
- 3) Support actions and decisions of the board.
- 4) Promote Education Minnesota Retired.
- 5) Honor confidentiality.
- 6) Limit side bar conversations during meetings.
- 7) Follow parliamentary procedure (Robert's Rules).
- 8) Follow the Education Minnesota Retired Code of Conduct.

## **Responsibilities and Expectations of Education Minnesota Retired Governing Board members**

### **Committee/committee chair responsibilities:**

- 1) Chairs must be cognizant of fiduciary responsibility.
- 2) Chairs must be cognizant of parliamentary procedure.
- 3) Chairs must keep committee membership lists up to date and submit changes to the president and appropriate staff.
- 4) Chairs are responsible for submitting an annual report to the Annual Meeting.
- 5) Chairs must provide an agenda for their committee meetings.
- 6) Chairs should appoint someone to take notes during meetings. Notes should be sent to staff for filing.
- 7) Standing committees must follow the committee description in the Constitution and By-Laws of Education Minnesota Retired.