

# Minnesota River Congress Management Committee Roles and Responsibilities

1. Identify and recruit willing members of the existing Action Board or Minnesota River Congress participants who possess special organizational or business management experience and/or skills.
2. Identify and recruit members from the general public who possess special organizational or business management experience and/or skills
  - a. Special skills should consist of the following: Coordination, Facilitation, Legal, Accounting, Non-Profit Organizational Management, Communications and Organizational Data Management.
  - b. A chair for the Management Committee will be selected by the committee itself. The Chair will convene Management Committee meetings and serve as the point of contact between the committee and the Facilitator/Coordinator.

**\*note: There are currently 4 Members on the Management Committee, Ted Suss, Chair (Non-Profit Organizational Management) Scott Sparlin (Committee-Action Board Liaison, Facilitator/Coordinator and Communications) Kim Musser (Communications and Organizational Data Management) Jessica Nelson (Communications and Organizational Data Management)**

## **Roles and Responsibilities of Management Committee**

---

**Objective:** Administrative functions of the Minnesota River Congress will be carried out by the Management Committee comprised of professional staff, special skilled volunteers, in addition to various willing Action Board members by ensuring effective and accountable management of the organization and its activities.

**Responsibilities:** Management committee members will be responsible for activities of The Minnesota River Congress by adhering to the following:

- Ensuring that Minnesota River Congress's initiatives, programs and services appropriately address public concerns within Minnesota River System

- Stay informed on relevant matters and offer ideas for discussion with the Action Board and other Management Committee members
- Participate and cooperate with other community agencies and organizations
- Be involved in fundraising and stay informed on relevant funding opportunities
- Provide communications for public relations and policies as defined by Minnesota River Congress priority purpose statements
- Evaluate existing Minnesota River Congress programs and initiatives based on most recent priorities
- Help recruit Management Committee and Action board members that are effective and representative of the Minnesota River System

**The Management Committee is responsible for the delivery of Community Relations. It will be carried out by (Facilitator/Coordinator, Communications Liaison and the Communication Interest Network Team) in coordination with Action Board consultations and direction.**

Communicate basin-wide using all available networks and opportunities. Convene concerned individuals from the greater watershed together on a periodic basis to solicit public input and share successful strategies and critical information as it pertains to river system improvement and conservation.

- Marketing programs and activities offered by Minnesota River Congress participants
- Writing for newsletters, newspapers, advertising for special events and public speaking that raises and maintains the community's awareness of work that reflects the mission of Minnesota River Congress
- Sharing the Minnesota River Congress mission by educating and informing the public of our principles, policies, procedures, actions and outcomes.