LeadMN Leadership Council Secretary Position

Position Description
Part-time, maximum $5,400 stipend position
Paid at $20.00/hour, roughly 20 hours per month from July to June

Responsibilities of the Leadership Council
The Leadership Council is responsible to turn the vision and goals of the LeadMN Board of Directors into reality by working hand-in-hand with staff. The Leadership Council is made up of the President, Vice President, Treasurer, and Secretary. While each member of the Leadership Council is an elected spokesperson for LeadMN, they do not have independent decision making authority unless delegated directly by the Board of Directors. They do not supervise staff and they do not set policy or the budget, as these are the roles of the Board of Directors. Each member of the Leadership Council will:

- Attend all LeadMN Board of Directors meetings;
- Attend and/or Chair LeadMN committee meetings as outlined within the responsibilities of each role;
- Attend any additional committee meetings within their areas of interest;
- Take their direction from the Board, as outlined in the annual policy development process and the annual budgeting process;
- Work hand-in-hand with staff to turn the vision and goals of LeadMN into reality; and
- Provide a report each month on the work they perform on behalf of LeadMN.

Responsibilities of the Secretary
As Secretary, you will lead and represent the Leadership Council, with responsibilities that include:

- Ensure that accurate minutes are kept of all meetings of the Board of Directors and, when applicable, committees of the Board, and that such minutes are approved and maintained as part of LeadMN's permanent records;
- Be responsible for maintaining the official records of LeadMN, including the Articles of Incorporation, these Bylaws, Board policies, resolutions, and other records required by law or by the Board of Directors;
- Ensure that proper notice of all meetings of the Board of Directors and committees is given in accordance with these Bylaws and applicable law;
- Serve as the custodian of LeadMN's records and, when authorized by the Board, shall certify the authenticity of such records or resolutions;
- Assist the Board in ensuring compliance with governance procedures, recordkeeping requirements, and applicable reporting obligations;

- Serve as the Chair of the Steering Committee;
- Serve as Vice Chair of the LeadMN Scholarship Board;
- Meet bi-weekly with the Leadership Team made up of the Leadership Council and LeadMN staff members;
- Meet quarterly with the leadership at Students United;
- Compile an annual report of the Board of Directors's vision and long term goals for LeadMN and progress made towards them during their term, with clearly defined next steps for the incoming newly elected Executive Board and Board of Directors leaders; and
- Shall strive to advocate in the best interest and welfare of the association members.

Skills and Benefits You Will Gain

- Earn compensation for your role;
- Develop professional accountability and leadership skills;
- Master stakeholder engagement and elevate diverse voices in organizational decision-making;
- Receive training as a spokesperson and gain experience representing an organization publicly;
- And expand your professional network.

Training You Will Receive

The Leadership Council shall take part in a mandatory training session (Incoming Leaders Training in late August) covering the roles, responsibilities, and expectations for each member. This training is required for all members before assuming their position.

Continued training will be provided at Leadership Team meetings and individual one-to-one meetings with staff.

About LeadMN

LeadMN represents over 100,000 students across Minnesota's 48 public technical and two-year colleges. We work to ensure accessible, affordable, and high-quality public higher education. Through leadership development, advocacy, scholarships, and statewide collaboration, LeadMN empowers students to lead and succeed.

Our four program pillars—Leadership, Empowerment, Success, and Driving Change—provide students with the skills and confidence to achieve long-term personal and professional growth.

To Apply

Go to https://www.leadmn.org/student-opportunities/ and fill out the form there! Questions? Email Rachel at rachel@leadmn.org