

MSGIC ELECTIONS 2021-2022

JOIN THE EXECUTIVE COMMITTEE TODAY



Maryland State Geographic
Information Committee

Officers

Vice-Chair

*(Elected representative will serve Year 1 as
Vice Chair and will assume the Chair
position in Year 2)*

Secretary

Treasurer

Subcommittee Chairs

Data and Resources

Subcommittee Chair

Education Subcommittee Chair

Advocacy Subcommittee Chair

Outreach Subcommittee Chair

Caucus Chairs

Education Caucus Chair

Federal Government Caucus Chair

Local Government Caucus Chair

Private Industry Caucus Chair

Regional Caucus Chair

State Government Caucus Chair



Roles and Responsibilities

Chair*

- Represent MSGIC for all external coordination activities
- Generate executive committee meeting agenda
- Lead monthly executive committee meetings
- Send welcome packets to new members
- Send potential member packets to new meeting attendees
- Send out quarterly progress report emails to the membership
- Support tasks of executive committee members
- Participate in TUgis – Maryland’s Geospatial Conference Plenary, representing MSGIC, as conference partner
- Lead quarterly meetings
 - Provide welcome and opening remarks
 - Provide MSGIC business updates

**Note: The representative elected to the Chair position will service Year 1 as Vice Chair and assume the Chair position in Year 2.*

Secretary

- Record and transcribe minutes of the Executive Committee and quarterly meetings
- Submit Executive Committee meeting minutes 5 business days prior to the next meeting for review and approval
- Ensure approved meeting minutes are distributed to or otherwise posted for the membership
- Responsible for taking the role at all meetings
 - Obtain and distribute all presentations and reports Presented at meetings
 - Retain and update official documents and handouts for the committee, as needed
- Create, share and update documents and templates for use by the Executive Committee, Subcommittee’s and/or Task Groups
- Develop and submit surveys to the membership for voting
- Liaise with the intern and coordinate intern tasks with Executive Committee members
- Provide general administrative support, as needed

Vice-Chair

- Assume the responsibilities of the Chair in the absence of the Chair
- Supervise timely distribution of all correspondence to the membership
- Participate in TUgis – Maryland’s Geospatial Conference social event, representing MSGIC, as conference partner
- Schedule quarterly meetings
 - Secure facility
 - Secure breakfast sponsor
 - Schedule speakers
 - Generate agenda

Treasurer

- Keep an account of all money received and expended for the use of MSGIC in accordance with all accounting practices required by an IRS Tax Exempt 501(c)3 Organization
- Liaison with appropriate tax and accounting professionals approved by the Executive Committee to provide correct and legal tax and accounting practices
- Responsible for annual federal and state tax filings and taxing authority communications
- Make disbursements authorized by the Executive Committee following the established expenditure guidelines
- Shall deposit all sums received into a bank account approved by the Executive Committee
- Inspect and review the organizational accounts on a monthly, quarterly, and annual basis or more frequently, if necessary
- Properly maintain the budgetary records and fiscal welfare of the organization
- Provide a monthly financial statement to the Executive Committee
- Present a treasury report during all quarterly membership meetings
- Have the authority to direct an independent audit annually, or at other times at the direction of the Executive Committee

"Although I was a member of MSGIC for about seven years, it wasn't until I joined the executive committee that I really came to appreciate the camaraderie of the group. I've enjoyed working with others who are passionate about GIS in Maryland and want to make a difference in our community by sharing their knowledge and learning from others. Participating in the MSGIC Executive Committee has helped me to expand my network and grow my leadership skills."

- Niki Miller

Roles and Responsibilities

Education Caucus Chair

- Promotes GIS education within Maryland with an emphasis on professional development and facilitating all levels of education
- Attend and represent the education community at all monthly MSGIC Executive Committee meetings
- Attend and represent the education community at all MSGIC quarterly meetings
- Inform caucus members of MSGIC, federal, state, local, and other news and activities
- Solicit educational interest from members and coordinate issues with Education Subcommittee

Private Industry Caucus Chair

- Attend and represent the private industry at all monthly MSGIC Executive Committee meetings
- Attend and represent the private industry at all MSGIC quarterly meetings
- Work with the private industry members to identify opportunities where they can work to get the most out of being a member of MSGIC
- Identify potential MSGIC private industry sponsors
- Bring forth any questions or concerns the private industry may have regarding MSGIC present and/or future related activities
- Coordinate with other MSGIC committees

State Government Caucus Chair

- Provide MSGIC business updates back to the State Government Caucus members
- Attend and represent State Government entities at all monthly MSGIC Executive Committee meetings
- Attend and represent State Government Entities at all MSGIC Quarterly meetings
- Work with State Government members to identify opportunities they can work with to get the most out of being a member of MSGIC
- Bring forth any questions or concerns State Government entities may have regarding present and/or future MSGIC-related activities
- Coordinate with other MSGIC committees
- Responsible for website content pertaining to State Government contacts, projects, job openings and any other related content

Federal Government Caucus Chair

- Provide updates on activities occurring within the Federal Government as they relate to GIS
- Attend and represent the Federal Government community at all monthly MSGIC Executive Committee meetings
- Attend and represent the Federal Government community at all MSGIC quarterly meetings
- Inform caucus members of MSGIC, federal, state, local and other news and activities

Local Government Caucus Chair

- Provide MSGIC business updates back to the local caucus members
- Bring local members' concerns before the Executive Committee
- Attend Executive Committee meetings
- Participate and contribute to Executive Committee goals and initiatives
- Present local project updates at the MSGIC quarterly meetings

Regional Caucus Chair

- Act as an advocate for regional groups and issues on the MSGIC Executive Committee
- Maintain a list of regional organizations and MSGIC members interested in regional issues
- Reach out to regional groups to promote MSGIC Participation
- Inform caucus members of MSGIC, federal, state, local and regional news and activities
- Facilitate meetings and other in-person networking opportunities for caucus members
- Seek out and coordinate opportunities for collaboration for regional groups
- Pursue educational opportunities on behalf of caucus members

"Every GIS student or new professional can learn from a mentor. Likewise, every seasoned GIS professional has benefited from the advice and knowledge of other colleagues. MSGIC provides an opportunity for practitioners to give back to the community, learn from each other, and promote our field within the state of Maryland, regardless of your field of GIS expertise."

- Luis Carrasco

Roles and Responsibilities

Data and Resources Subcommittee Chair

- Recruit subcommittee members and plan and facilitate all subcommittee meetings
- Develop the data and resources subcommittee's charter of short-term and long-term goals for the year
- Coordinate with other entities for geospatial-related activities in the state
- Collaborate with other entities for setting data standards and guidelines
- Advocate for the creation and updating of spatially related products and services, as needed by the stakeholders
- Promote available resources that would be valuable to all stakeholders
- Provide assistance to the MSGIC Executive Committee, its subcommittees, and caucuses regarding their data and resource needs
- Attend all executive committee meetings

Outreach Subcommittee Chair

- Develop public relations and outreach strategies
- Promote membership in MSGIC
- Coordinate demonstrations of GIS applications
- Provide technical direction to MSGIC membership
- Assist with MSGIC website maintenance and content development
 - Liaison and coordinate intern tasks related to the website and content delivery
 - Report on website statistics at each MSGIC Executive Committee meeting

Education Subcommittee Chair

- Attend monthly Executive Committee meetings
- Recruit Subcommittee members and plan/facilitate all Subcommittee meetings
- Communicate with education caucus to determine caucus members short-term and long-term goals
- Explore, develop and implement educational opportunities for MSGIC membership
- Work with Subcommittee to develop opportunities to promote GIS education in the larger community

Advocacy Subcommittee Chair

- Be the single point of contact for exploring potential grant opportunities
- Make Executive Committee aware of appropriate grant opportunities
- Coordinate a volunteer team to respond to any grant opportunities, as directed by the Executive Committee
- If a grant is awarded to MSGIC, engage in any activities needed to oversee the team accomplish the grant activities
- Coordinate the communication about actions by legislative or executive bodies at the state or local level that could have an impact on the GIS activities of MSGIC members

**Deadline for nominations is September 6.
Executive Committee takes office October 20.**



Maryland State Geographic
Information Committee

**For more information visit:
<https://msgic.org/rolesresponsibilities/>**