



SMGA Membership Advisory Board Member Job Description

SUMMARY:

The Membership Advisory Board (MAB) shall meet to advise, support, and direct the economic development programming of the Sioux Metro Growth Alliance. All directors shall fully participate in the development, planning, implementation, and evaluation of the programs offered by the Alliance to achieve its mission and vision. The MAB shall also present a slate of candidates to the Executive Board in January to fill any vacancies on the Executive Board. Each community, county, and utility company in good standing shall have a position on the MAB. These positions will be reappointed annually by the governing board of each county and municipality along with an alternate. Utility companies will appoint their representative annually. The Executive Board may also appoint up to six positions annually for one-year terms.

QUALIFICATIONS:

- Good connection to the community at large
- Demonstrated leadership capabilities
- Able to travel to attend board meetings, as needed
- Willingness to actively participate in the planning and policies of the association
- Must reside, or work, in the area they represent

Essential Duties and Responsibilities

- Regularly attends and participates in board meetings and related meetings
- If they cannot attend a scheduled board meeting, they will contact the alternate to participate in their place.
- As part of the board, sets policies and goals for the organization
- Reviews activity reports and financial statements to determine progress and status in attaining objectives and plans in accordance with current conditions
- Makes serious commitment to participate actively in committee work, as needed
- Participates in the updates of the vision and mission of the organization
- Prepares themselves well for meetings and comments on reports
- Positively represents the agency in the community/region
- Ensure legal and ethical integrity and maintain confidentiality and accountability.
- Enhance the organization's public standing.

Signed: _____ Date: _____