

Requirement of All Voting Positions

All positions must be actively involved with at least two working committees or subcommittees of the MN Campus Alliance. Committees include the Commission on Diversity and Inclusion, Communications, Conference, Development, Education, Finance, Outreach.

At-Large Representatives (4)

Time Commitment

Approximately 10 hours per month.

Position Description

The At-Large Representatives' responsibilities include acting as pipelines for the MN Campus Alliance; serving on the Outreach Committee; working on promoting Training and Education Initiatives.

Eligibility Requirements

The At-Large Representatives, at the time of their elections, must be a registered student, staff, or faculty member at an institution of higher education in the state of Minnesota, a resident of the state of Minnesota, or primarily engaged within the state of Minnesota.

Election

The new Board will elect this position as early as the November Executive Board meeting.

Co-Chairpersons (2)

Time Commitment

Approximately 50 hours per month.

Position Description

The Co-Chairs' responsibilities include co-chairing the Executive Board; calling Executive Board meetings once per month; assigning tasks to Coordinators and Representatives as needed; providing organizational structure and direction; building partnerships and coalitions with other campus and community organizations; ensuring the organization is fulfilling every aspect of its mission and goals; maintaining a public image consistent with the values and expectations of the MN Campus Alliance and its Executive Board.

Eligibility Requirements

One Co-Chair must be a registered student and one Co-Chair must be a staff or faculty member, both at institutions of higher education in the state of Minnesota at the time of their respective elections.

Election All registrants of MOCC will elect these positions at the conference. Minnesota GLBTA Campus

Communications Coordinator (1)

Time Commitment

Approximately 40 hours per month.

Position Description

The Communications Coordinator's responsibilities include chairing the Communications Committee; developing and maintaining all MN Campus Alliance official marketing publications; creating and delivering the E-Newsletter and various E-Blasts to the MN Campus Alliance membership in a timely manner; primarily responsible for managing website design and major updates; managing the consistency of the MN Campus Alliance brand and its assets to the community at large; writing and sending out press releases in conjunction with other committees; developing and maintaining public relations campaigns and structures.

Eligibility Requirements

The Communications Coordinator must be a registered student, staff, or faculty member at an institution of higher education in the state of Minnesota at the time of one's election.

Election

The new Board will elect this position as early as the November Executive Board meeting.

Conference Coordinators (2)

Time Commitment

Approximately 40 hours per month.

Position Description

The Conference Coordinators' responsibilities include co-chairing the Minnesota OUT! Campus Conference Planning Committee (MOCC); and leading efforts to plan the upcoming annual MOCC; working with Coordinators on fundraising, budget development, and branding, among other things. **The two Conference Coordinators have one collective vote on the Board.**

Eligibility Requirements

One of the Conference Coordinators, at the time of one's election, must be a registered student, staff, or faculty member at the host institution for the upcoming MOCC. The other, at the time of one's election, must be a resident of the state of Minnesota or primarily engaged within the state of Minnesota.

Election

The new Board will elect this position as early as the November Executive Board meeting.

Development Coordinator (1)

Time Commitment

Approximately 40 hours per month.

Position Description

The Development Coordinator's responsibilities include chairing the Development Committee; being the primary contact for recruiting sponsors for signature events and streamlining fundraising processes; researching fundraising and grant opportunities; coordinating all funding opportunities; building individual, community, and corporate donor bases; building and maintaining relationships with current and potential donors; working with the Finance Coordinator to create budgets and projected goals for fundraising.

Eligibility Requirements

The Development Coordinator, at the time of one's election, must be a resident of the state of Minnesota or primarily engaged within the state of Minnesota.

Election

The new Board will elect this position as early as the November Executive Board meeting.

Diversity & Inclusion Coordinator (1)

Time Commitment

Approximately 30 hours per month.

Position Description

The Diversity and Inclusion Coordinator's responsibilities include chairing the Committee on Diversity and Inclusion (CODI); coordinating internal trainings and dialogues; holding the MN Campus Alliance Executive Board accountable to advance an intersectional social justice movement as per its mission, vision, and statement of diversity.

Eligibility Requirements

The Diversity and Inclusion Coordinator, at the time of one's election, must be a registered student, staff, or faculty member at an institution of higher education in the state of Minnesota, a resident of the state of Minnesota, or primarily engaged within the state of Minnesota.

Election

The new Board will elect this position as early as the November Executive Board meeting

Education Coordinator (1)

Time Commitment

Approximately 40 hours per month.

Position Description

The Education Coordinator's responsibilities include chairing the Education Committee; coordinating the training and educating of the MN Campus Alliance Executive Board; developing and implementing educational trainings that serve college campuses and corporations; advertising, promoting, and scheduling trainings; work with the MN Campus Alliance membership to ensure trainings are adequately staffed.

Eligibility Requirements

The Education Coordinator must be recommended for election to the Board by the Education Committee and, at the time of one's election, be a resident of the state of Minnesota or primarily engaged within the state of Minnesota.

Election

The new Board will elect this position as early as the November Executive Board meeting.

Finance Coordinator (1)

Time Commitment

Approximately 40 hours per month.

Position Description

The Finance Coordinator's responsibilities include chairing the Finance Committee; maintaining the MN Campus Alliance finances; collecting receipts and sending out invoices with respect to all financial transactions; reporting financial statements and recent activities at each Executive Board meeting; insuring the timely and accurate submission of all taxes and financial documentation to the Internal Revenue Service and Minnesota Department of Revenue; overseeing the MN Campus Alliance budget in accordance with generally accepted accounting principles; working with the Development Coordinator to create budgets and projected goals for fundraising.

Eligibility Requirements

The Finance Coordinator must be a registered student, staff, or faculty member at an institution of higher education in the state of Minnesota at the time of one's election.

Election

The new Board will elect this position as early as the November Executive Board meeting.

Internal Relations Coordinator (1)

Time Commitment

Approximately 40 hours per month.

Position Description

The Internal Relations Coordinator is responsible for writing Board meeting agendas; writing meeting minutes; scheduling times, reserving rooms, and handling all technology needs for all Board meetings; collecting and distributing minutes from all MN Campus Alliance Board and committee meetings; making minor web updates; coordinating and collecting content for the Campus Resource Guide.

Eligibility Requirements

The Internal Relations Coordinator must be a registered student, staff, or faculty member at an institution of higher education in the state of Minnesota at the time of one's election.

Election

The new Board will elect this position as early as the November Executive Board meeting.

Outreach Coordinator (1)

Time Commitment

Approximately 40 hours per month.

Position Description

The Outreach Coordinator's responsibilities include chairing the Outreach Committee; being responsible for the recruiting, retention, and long-term strategy toward maintaining a diverse membership consistent with the mission, vision, and diversity statement of the MN Campus Alliance; building and maintaining MN Campus Alliance membership to the E-Newsletter; identifying and organizing staffing at events where MN Campus Alliance can table or display literature; working with the At-Large Representatives and Regional Representatives to reach out to students, staff, faculty, alumni, and community members across the state to develop pipelines across Minnesota college and university campuses; coordinating buses to the annual Midwest Bisexual Lesbian Gay Transgender Ally College Conference.

Eligibility Requirements

The Outreach Coordinator must be a registered student, staff, or faculty member at an institution of higher education in the state of Minnesota at the time of one's election.

Election

The new Board will elect this position as early as the November Executive Board meeting.

Regional Representatives (8)

Time Commitment

Approximately 10 hours per month.

Position Description

The Regional Representatives' responsibilities include acting as pipelines for the MN Campus Alliance in their respective regions (Central, Metro, North, South); serving on the Outreach Committee; promoting Training and Education Initiatives; working with Internal Relations on the Campus Resource Guide.

Eligibility Requirements

The Regional Representatives, at the time of their elections, must be a registered student, staff, or faculty member at an institution of higher education from that region, a resident of that region, or primarily engaged with that region. At least one representative from each region must be a student, staff, or faculty member from an institution of higher education from that region at the time of one's election. No more than one can be from the University of Minnesota – Twin Cities campus.

Election The attendees of the regional caucuses will elect these respective positions.