

**TWIN CITY AREA LABOR MANAGEMENT COUNCIL
2012-2014 BOARD OF DIRECTORS
OUTLINE OF RESPONSIBILITY**

I. Board of Directors Meetings

- A. There are two board meetings per year. These meetings are normally held during the months of April and November and generally, the meetings are held from 11:00 - 2:00 p.m.
- B. Board members are asked to volunteer to host board meetings at their place of business.
- C. Meeting agendas include approval of the last board meeting minutes, financial report, subcommittee activities, miscellaneous administrative material, old/new business, host board member presentation and an occasional guest speaker.

II. Subcommittee Meetings

- A. Each board member is expected to be on at least two subcommittee of the Executive Board. New board members are asked to participate on the program planning as one of the subcommittees.
- B. Current subcommittees include: Finance/Fundraising, Nominations, Program Planning, Membership, Labor-Management Awards, Marketing/Communications, Golf Tournament and Training.
- C. Subcommittees meet as needed throughout the year and then report back to the whole board at the next scheduled board meeting.
- D. Subcommittee participation can change each year.

III. Annual Meeting

- A. Usually held in the first quarter of the year. All board members are expected to attend, participate and encourage attendance.

IV. Membership Meetings

- A. Approximately two-three meetings are held per year plus the Annual meeting. Generally, membership meetings begin at 12:00 noon and run until approximately 2:00 p.m. with lunch and a presentation on a timely labor-management topic. All board members are expected to attend, participate and encourage attendance.

V. Breakfast Meetings

- A. An occasional breakfast meeting may be scheduled with a continental breakfast and a presentation on a timely labor-management topic. The meetings are held from 8:30 – 10:30 a.m. All Board members are expected to attend, participate and encourage attendance.

VI. Conference

- A. One conference focusing on a labor management issues may be sponsored or co-sponsored each year. This conference is usually one three-quarters day to one full day at a designated location. All Board members are expected to attend and participate.

VII. Funding

- A. Current funding consists of a state grant, membership dues, private donations, conference fees and miscellaneous meetings and workshops.
- B. All board members are expected to participate in finding and contacting resources for funding.

VIII. Additional Information

- A. The Board of Directors has three officer positions: two Co-Chairs (one labor and one management) and one Secretary/Treasurer.
- B. The Board of Directors consists of up to fifteen management representatives and fifteen labor representatives (*equal number*). In addition, the Board of Directors has community representatives and advisor positions.
- C. Each Board member is asked to name an alternate when he/she is unable to attend a regularly scheduled meeting or subcommittee meeting.
- D. Board members are encouraged to call the office at (612)676-3725 to confirm attendance at Council functions and with questions about meeting times, location, etc. or email at tcalmc@gmail.com