

Mid-Minnesota Development Commission

Position Description: MMDC Commissioner

Responsible to: Entire Commission as well as to the entity or public interest the Commissioner represents

Reports to: MMDC Commission Chairperson

General Responsibilities:

1. Provide strategic guidance to the MMDC organization and to MMDC's Executive Director.
2. Understand the goals and mission of the MMDC organization and keep abreast of MMDC's various programs and services.
3. Help MMDC to work toward continuous improvement and maintain relevance by considering and, as needed, adjusting or updating the mission, policies, and services provided.
4. To streamline processes, foster a culture of accountability and continuous improvement, and consider both quantitative and qualitative information when determining how to best deliver effective, cost-efficient, services that benefit our stakeholders.
5. Look for and share new ways for MMDC to add value to our four-county region.
6. Elect officers (Chairperson, Vice Chairperson, Secretary, Treasurer, Commissioner At-Large) to serve as MMDC's Executive Committee and act on-behalf of the full Commission in situations when action cannot wait for the next Commission meeting.
7. Assist with the selection and evaluation of MMDC's Executive Director, as led by the MMDC Executive Committee.
8. Share expertise and opinions with MMDC's Executive Director, Staff, and other Commissioners and allow other Commissioners ample opportunity to do the same, even if/when their opinions are not aligned with your own.
9. With other Commissioners, coordinate suggestions for tasks and programming through the Commission as a body, which can, in turn, recommend or assign tasks to the Executive Director, who can then carry out assignments in the manner they deem most appropriate.
10. Attend an orientation meeting with the Executive Director at or before the onset of Commission participation.
11. Regularly attend Commission meetings, when possible, with the understanding that legitimate work, family, and other conflicts may occur from time to time.
12. Hold the MMDC organization and Commission to a high standard of performance and integrity.
13. Ensure effective fiscal controls and accountability. This includes the review and approval of MMDC's annual budget and audit report.
14. Read the materials sent to the Commissioners, and be prepared to ask timely, informed questions and to offer honest and constructive feedback.
15. Ensure that any publicly-expressed disagreement with a Commission decision is respectful in tone and work to ensure that, once decisions are made, successful outcomes are supported or, at a minimum, not deliberately hindered. Nothing in this provision should be taken to mean that

Commissioners cannot publicly express their disagreement or disappointment in a decision made by the full Commission or by the elected Executive Committee on behalf of the full Commission.

16. Maintain confidentiality about all Commission information that is deemed by members to be sensitive or confidential (e.g., sensitive personnel matters, private information related to revolving loan fund applications, etc.)
17. Abide by MMDC Bylaws and support/require adherence to all MMDC Personnel Policies.
18. Agree to take responsibility for or waive all MMDC per diem payments, and/or mileage reimbursements, and report those payments and reimbursements to the entity you represent, as appropriate or as required by that entity. The Commission will not be held responsible for any Commissioner who receives per diem payments or reimbursements from more than one entity for attendance at the same meeting(s).
19. Be respectful of all other MMDC Commissioners and all MMDC Staff at all times, avoiding language or actions that could be considered hostile or discriminatory with regard to any protected class (The Minnesota Human Rights Act protects people from discrimination based on the following protected classes: race, religion, disability, national origin, sex, marital status, age, sexual orientation, gender identity, and local human rights commission activity).

MMDC COMMISSIONER COMMITMENT AGREEMENT

As a member of the Mid-Minnesota Development Commission, I commit to execution of this Commission position description to the best of my ability. I agree that if, at any time, I am unable to fulfill the commitments of a member of the Mid-Minnesota Development Commission I will give appropriate notice of my resignation to the Commission and, if I am an assigned participant (e.g., in the case of County Commissioners) I will request another person be assigned by my appointing body.

By signing below, I acknowledge that I have read and understand this Mid-Minnesota Development Commission Commissioner Position Description:

Commissioner Signature: _____ Date: _____