

Position Descriptions for New Council Membership

Council President. The President shall direct the activities of the Council; preside at meetings including those of the Council Board; appoint committee chairs; assure compliance with National Bylaws and regulations governing local councils; submit the Council's annual report and other reports requested by higher authority; represent the Council in public affairs and in national, regional, and state organizational activities.

1st VP/Secretary. The Secretary shall maintain Council records such as the Council Articles and Bylaws, meeting minutes, election results, an accurate membership roster; prepare an annual report to the Council membership; handle correspondence as designated by the President; and provide appropriate notice of meetings.

VP Communications: Manage the Council's website and maintain Council communications, including quarterly newsletter, responding to inquiries from the Council Website and media inquiries. Draft correspondence and news releases for the Council. Submit an annual communications budget that includes website cost, printing costs, and other communication costs for the Council. All media inquiries should be referred to the VP Communications for coordination with appropriate Council Leadership. The VP for communications will support all other Council members communication needs including flyers, website posts, media outreach.

VP Membership. Manages the Council's current membership. Monitor's Nationals membership lists in order to determine which members will renew each month and sends reminders when members lapse. Reaches out to potential new members identified through council activities such as Navy Balls and special events. Sends welcome letter/emails to new members and maintains the Council master email address which is shared with the Secretary and VP Communication. Develops membership material which can be used by council members to encourage membership in the Minnesota Council. All material should be posted to the Council's website.

Treasurer. The Treasurer shall maintain all financial records of Council funds; establish the Council's bank accounts and serve as a co-signer with another designee (where this is practical) on checks for all disbursements; prepare and oversee the council's budget; submit a quarterly report to the Council Board and an monthly/annual report to the Council's members; and prepare the financial section of the Council's annual report.

JAG. The Judge Advocate shall advise the Council President and officers on legal matters affecting the Council and on the interpretation of the Council Bylaws and regulations.

VP Legislative and Partnerships. Establishes legislative agenda for the Council. Establishes key relationships with Minnesota House, Senate, veterans affairs committee and Minnesota Congressional delegation to support Council mission to educate the public and Congress on the importance of our Sea Services to our nation's defense.

Director Business Development. Research, identify corporate entities to provide funding and support of Minnesota Council activities. Corporate sponsors should be offered membership in the Navy League, and be identified on Minnesota Council Website. Identify

other non-profits that the Navy League should establish as partners for the elements that the Council will undertake (i.e., MACV, DAR, etc.)

VP Adopted Ships, Active/Reserve Units. Serves as the key contact with Minnesota based active and maritime units including the Naval Talent Acquisition Group (NTAG), Naval Operations Support Center, Marine Aircraft Wing Support Squadron 471, Marine Corps Recruiting Station, Maritime Support Unit Duluth, and Merchant Marine units throughout the state. Coordinates with adopted ships (i.e., USS Minnesota, USS Minneapolis Saint Paul and USCGC Spar to determine needs. Submits and annual budget which is approved by the Council for these support elements so that appropriate funding or sponsorship can be gotten to fund these activities.

VP Youth Program. Serves as the Council lead for all youth programs to include U.S. Naval Sea Cadet Corps, Naval & Marine Corps Junior ROTC, and University of Minnesota ROTC programs. Additionally foster engagement with the U.S. Naval Academy Information Program to determine how the Council can assist. Annually outline funding for recognition awards, provide support for annual key events like inspections, banquets, end-of-year ceremonies and provide mentorship to for young people toward career paths linked to the naval services and submit to board for approval.

Director STEM. Serve as the Council lead for STEM initiatives. Coordinate with Minneapolis Public Schools STEM Expo and develop a plan for participation in this STEM Expo in January each year. Develop plan for Council participation at the Expo in coordination with Naval ROTC, NTAG, U.S. Naval Academy Alumni Association. Look to expand the Council's participation in STEM activities throughout the state and present options to the Board. Explore Navy League STEM initiatives and grant program under the STEM Institute to determine if funds could be provided to jump start our efforts.

VP Council Programs/Event planning. (Navy Ball, Airshows, other activities). Serve as the lead for Council program with the general public. These can include, but is not limited to Annual Navy Ball, Airshows, Fleet Weeks, special events, select parades. As the lead person is responsible for developing an annual budget for the events that will occur that year that will be approved by the board. The person is also responsible for developing and leading the team that will execute the events and coordinating the appropriate communications needs for the events.

VP Community Engagement (Chambers of Commerce, Veterans organizations). Promote awareness of the Naval Services with the MN Business communities, chambers of Commerce, Minnesota Business Council, Rotaries and Veterans Organizations through speaking engagements. Seek avenues for the Council to support Veterans organization from manpower for their events, volunteer time, funding, and other resources as appropriate. Outline an annual plan for engagement and recommendation for funding.