

General Expectations of All Committees

- Conduct regularly scheduled meetings. Minutes/notes from meeting to be submitted to all committee members and the MASMS office.
- Maintain a list of active committee members; submit updated list on a regular basis to the MASMS office.
- Review and understand the goals of the committee that are set by the committee and the MASMS executive board. Goals are to be reviewed and discussed with active committee members.
- Provide committee activity updates to MASMS members at each chapter meeting (metro, north, south and state) in person, through representative or in writing. Provide updates to the MASMS office for publication in the MASMS newsletter.
- Openly coordinate between other committee chairs in areas/topics where it is a benefit to membership as a whole.
- Annually provide a written summary of tasks and accomplishments as well as committee recommendations to executive team.

Expectations by Committee:

CONFERENCE Committee

The Conference Planning Committee assists in creating a rewarding and useful professional development experience and exhibit hall for members at the MASMS Annual Conference.

Specific responsibilities:

- Help develop a credible, relevant, and cutting-edge conference.
- Works to create fruitful networking events and social opportunities.
- Understands and develops conference activities that meets the needs of both attendees and exhibitors.
- Helps develop new and unique opportunities for business members to reach educational member, working to provide mutually beneficial exhibitor and attendee interactions.
- Works closely with the Education Committee to provide relevant educational opportunities at the conference.
- Suggests and reviews potential keynote speakers that enhance the conference and stay within the conference budget.
- Provides input and contributes to the selection of the theme of the conference.
- Provides input and contributes to the selection of MASMS conference materials, meals and entertainment.
- Walk the exhibit floor on-site and personally thank exhibitors.

Time commitment:

- 3-4 monthly one hour meetings (to be held after the normally scheduled Metro Chapter Meeting)
- Assisting at the conference as need.
- Keynote and entertainment evaluation and selection (done through email and/or conference calls 6-7 months prior to the conference)
- Outreach to members as needed.

Current Chair: State President Elect Position | Chairperson 2020/21 is Chris Wirz, St. Francis

EDUCATION Committee

The MASMS Education Committee's mission is to provide professional and relevant training to MASMS membership.

Specific responsibilities:

- Plan the educational programs offered at the MASMS annual conference.
- Assist in the selection of keynote speakers for the MASMS annual conference.
- Provide direction for the MASMS Certification Program, to include determination of certification and curriculum.
- Develop and offer new programs as the need arises.
- When requested, assist chapter leadership in the development and planning of educational opportunities at the chapter level.
- When requested, assist leadership in the planning of educational opportunities for the two MASMS state meetings each year.

Time commitment:

- Two in person meetings per year approximately 4 hours per year.
- Conference call meetings as required, approximately 4 hours per year.
- Keynote evaluation and selection (done through email)
- Evaluation of MASMS members reaching final certification (done through email or conference call).
- Volunteer to assist at the conference with educational sessions.
- Outreach to members as needed.

Current Chair: Maureen Mullen, Prior Lake-Savage Schools

FACILITY MANAGEMENT STANDARDS MANUAL Committee

The primary role of the Facility Management Standards Committee is to maintain a manual of facility maintenance those who maintain school buildings. This manual serves as a helpful, informative resource for MASMS members.

Specific responsibilities:

- Review the facility management manual on a yearly basis, updating current information as appropriate.
- Add information to the manual on an on-going basis, as relevant materials become available.

Time commitment:

- Varies with type of changes required each year.

Current Chair: Executive Board – Kain Smith and Chris Wirz will work on this, and will reach out to the boot camp instructors as a resource.

Health & Safety Committee

The role of the Health and Safety Committee is to increase and maintain the interest of MASMS members in health and safety issues, as they pertain to a school environment.

Specific responsibilities:

- To increase and maintain the interest of MASMS members in health and safety issues.
- To increase MASMS member's awareness on Health and Safety issues that are their responsibility.
- To provide an opportunity for the free discussion of health and safety problems and possible solutions in the school environment.
- To inform and educate members about health and safety issues, new standards, research findings, etc.

Time commitment:

- Two in person meetings per year approximately 4 hours per year.
- Conference call meetings as required, approximately 4 hours per year.
- Outreach to members as needed.

Current Chair: Amy Satterfield, IEA

HISTORY Committee

The History Committee will maintain an on-going record of MASMS activities.

Specific responsibilities:

- Maintain a history “album” – from offices held to recipients of awards.
- Gather information and photos from previous years to fill in periods of MASMS history that is currently not on record.
- Provide a history article for the MASMS newsletter on a bi-monthly basis.

Time commitment:

- Two in person meetings per year approximately 4 hours per year.
- Conference call meetings as required, approximately 4 hours per year.
- Outreach to members as needed.

Current Chair: Mike Boland, North St Paul-Maplewood-Oakdale Schools

LEGISLATIVE Committee

The Legislative Committee exists to develop and implement comprehensive and effective government affairs strategies for the association at the state level.

Specific responsibilities:

- Analyze and develop recommendations for action on state legislation.
- Review legislation that impacts MASMS members; discuss potential effects, advantages and disadvantages and possible advocacy strategies.
- Develop recommendations on strategies for advocacy on key legislation.
- Work with MASMS Lobbyist on issues affecting MASMS members.
- Work with MASMS Lobbyist on the yearly MASMS Legislative Platform.

Time commitment:

- Conference call meetings as required, approximately 4 hours per year.
- Email correspondence with MASMS Lobbyist on an as need basis (approximately 2-4 times a month).
- Outreach to members as needed.

Current Chair: Executive Board

MEMBERSHIP, RECOGNITION & NOMINATIONS Committee

The MASMS Awards & Recognition Committee holds the responsibility for providing a transparent, neutral and objective process for selection criteria and review of candidates eligible for annually predefined awards and recognition programs.

Specific responsibilities:

- Recommend recipients for MASMS recognition awards.
- Develop, review and revise existing policies and procedures related to MASMS recognition awards.
- Review current member recognition awards program and advise the Executive Board regarding establishment of new awards and/or other enhancements.

Time commitment:

- Conference call meetings as required, approximately 4 hours per year.
- Outreach to perspective award winners as needed.

Chair: Kevin Hildebrandt, ISG & Kevin Johnson, Red Wing Schools Retired.

SCHOLARSHIP Committee

The purpose of the MASMS Scholarship Committee is to select the recipients of the MASMS scholarships.

Specific responsibilities:

- Accepts and selects recipients of the MASMs scholarships.
- Maintains the scholarship history files.
- Meets once year for about 2 hours to select recipients, and sometimes just does this via email.
- Works with executive board at the conference to present the scholarships.
- Limited amount of email correspondence per year.
- Total time commitment is approximately 3 hours per year.
- Committee members give a brief committee update at chapter and state meetings.

Time commitment:

- Meets once year for about 2 hours to select recipients, and sometimes just does this via email.
- Limited amount of email correspondence per year.
- Committee members give a brief committee update at chapter and state meetings.

Chair: Scott Clement, ServPro Minnetonka

TECHNOLOGY/COMMUNICATIONS Committee

The Technology committee is responsible for reviewing the **technology** needs of MASMS.

Specific responsibilities:

- Maintain information from various sources relating to technology, to determine if any new products or services should be examined more closely for use within MASMS.
- Establish a Technology Plan or priority list at the beginning of each year.
- Determine what specific technology tools the MASMS office can utilize in order to enhance productivity and decrease spending.
- Offer ideas and/or recommendations concerning changes or implementing new policies for advancing technology within MASMS.

Time commitment:

- Discussion with MASMS office as needed.

Chair: Kevin Johnson, Red Wing Schools, Retired

TURF & GROUNDS Committee

The role of the Turf & Grounds Committee is to increase and maintain the interest of MASMS member's grounds issues, as they pertain to a school environment.

Specific responsibilities:

- To increase and maintain the interest of MASMS members in turf and ground issues.
- To increase MASMS member's awareness on turf and ground issues that are their responsibility.
- To provide an opportunity for the free discussion of turf and ground problems and possible solutions in the school environment.
- To inform and educate members about turf and ground issues, new standards, research findings, etc.

Time commitment:

- Conference call meetings as required, approximately 4 hours per year.
- Outreach to members as needed.

Chair: Tracy Closson, Northfield Schools