



Region Co-Chair | MMANC Board Position Description

TITLE:

Region Co-Chair

TERM:

As with all board positions, this position begins annually on January 1 after elections are conducted.

This is a two-year term. Co-chairs are eligible for re-election at the end of their two-year term to retain their position. Seats filled outside the regular election cycle are filled by appointment for the remainder of the unexpired term, consistent with the Bylaws.

DUTIES:

- Represent MMANC in the region: host regional events, welcome new members, connect regional members with the broader organization, and support MMANC initiatives in coordination with the Executive Board and Special Committees
- Attend official meetings of the organization including the Full Board meeting and Region co-chair coordination meetings via virtual platform (each meeting is one hour, plus preparation time).
- Coordinate with fellow Region Co-Chairs to ensure that at least one region co-chair attends each monthly full Board meeting; as each region counts as one (1) vote on the full MMANC Board.
- Participate in the new board member orientation for incoming Board members and participate in the MMANC Board Retreats (retreats are one day in-person events in the winter and summer).
- Attend MMANC events as much as possible, especially prioritizing regionally hosted MMANC events.
- Serve on at least one MMANC committee, including Signature Events, Annual Conference, Membership, [CGL](#), Communications, Scholarships/Awards, and/or Policy Committees.
- Work collaboratively with the other co-chairs in your regions to organize and host at least three networking and/or professional development region events per region throughout the year (Region Co-Chairs often collaborate with peers to divide up work).
- Coordinate with the Communications Director to create marketing materials for regional events, including but not limited to registration forms, flyers, e-mail blasts, social media graphics, and newsletter posts.



- Act as a vital link, connecting regional members with the broader organization.
- Welcome new members in the region, in coordination with the Membership Committee.

MINIMUM EXPECTATIONS:

- Attend the majority of the Full Board meetings (held as frequently as once per month), attend Board Retreats (held twice per year), all Region Events, and the Annual Conference.
- Attend the majority of Region Board Meetings within your elected region, held as frequently as monthly.
- Serve on at least one committee for the full year.
- Individual co-chairs lead or co-lead at least one of the three total region event per year per region.
- Respond to Board and member correspondence.

REGION STRUCTURE:

By the winter Board Retreat, each region shall designate a lead co-chair and one representative each to the Membership Committee, the Scholarships/Awards Committee, and the Communications Committee. Additional Committee roles may also be available for Signature Events, Annual Conference, CGL, and Ad-Hoc Committees. Roles and details are described in the Region Co-Chair Guide.

OVERSIGHT:

Region Co-Chairs serve on the full MMANC Board.

Each region typically has three (3) co-chairs to five (5) co-chairs, with a maximum of (6) co-chairs per region.

The Program Director serves as the Executive Board liaison to the regions and is the first point of contact for Region Co-Chairs.

QUALIFICATIONS:

- Must be a current Full member of MMANC in good standing.
- Many Region Co-Chairs gain experience first as a committee volunteer (Annual Conference, Summer Signature Symposium, Winter Forum, and Women's Leadership Summit) before serving as Region Co-Chairs. However, those who are able to commit to



the expectations of Region Co-Chair without volunteer experience are encouraged to apply.

ADDITIONAL CONSIDERATIONS:

- Region Co-Chairs are for individuals interested in being involved in both the event/outreach programming aspects of MMANC at the regional level and the policy aspects at the organization-wide level. Successful Region Co-Chairs have a passion for local government and are able to commit to attending the Board calls and help plan region events throughout the year. Individuals only interested in policy issues and not able to commit to organizing events at the region level should consider other roles with MMANC including serving on another MMANC Committee or serving as an MMANC representative to the League of California Cities' Policy Committee.
- Expected time commitment is **[4 to 12] hours per month** (about 1 to 3 hours per week), heavier in the month of an event you are leading.
- Region Co-Chairs gain valuable leadership experience serving on the Board of Directors of a non-profit organization.
- Newly elected co-chairs will attend a virtual new board orientation prior to the start of their term and will receive tools and resources for onboarding.