

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

**I. Board of Directors Meetings**

- A. There are 2-3 Board meetings per year. Generally, the meetings are held from 11:30 - 2:00 p.m.
- B. Board members are asked to volunteer to host Board meetings at their place of business. Hosting can be providing the meeting space to hold the meeting and/or providing a light lunch.
- 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 one subcommittee of the Executive Board.
- B. Current subcommittees include: Finance/Fundraising, Nominations, Program Planning, Membership, Labor-Management Awards, Marketing/Communications and Golf Tournament.
- 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 March or April. All Board members are expected to attend, participate and encourage attendance.

**IV. Membership Meetings**

- A. Approximately 2-3 meetings are held per year plus the Annual meeting. Generally, membership meetings begin at 11:30 a.m. 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 7:30 - 9:00 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, training fees and miscellaneous meetings and workshops.
- B. All Board members are expected to participate in fundraising.

**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's organization must be a member in good standing with the TCALMC.
- D. Each Board member is asked to name an alternate when he/she is unable to attend a regularly scheduled meeting or subcommittee meeting.
- E. 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](mailto:tcalmc@gmail.com).