



Position: *Consultant SIG Chair*

Term: *One year*

Time Commitment: *8-12 hours/month*

Tasks:

Primary Activities:

Monthly (12 most of year)

- Verify meeting place (not required for current location).
- Arrange speaker, topic and spotlight.
- Notify eBlast editor of meeting topic.
- Update website information about CSIG
- Create newsletter and distribute via email as meeting notice.
- Attend meeting; purchase speaker's breakfast; distribute gift certificate.
- Attend MnISPI board meetings (by teleconference).
- Announce CSIG meetings at monthly chapter meetings.

Miscellaneous:

As required

- Keep track of membership in CSIG.
- Forward leads for consulting opportunities as available.
- Purchase gift certificates to reward speakers.
- Maintain list of topics of interest to the group.

Transition to New Chair:

Summer

- Forward membership information.
- Forward list of topics – past and future.
- Forward meeting location contact information.

Recently held by:

- Krista Johansen-Dederich
- Rich Makela
- Dick Anderson
- Karen Buellesbach

Mission:

The CSIG mission is to help our members develop their business and professional skills through friendship and sharing. We meet monthly at a local restaurant to discuss topics of mutual interest. Members frequently share business contacts and occasionally collaborate on large projects.