



**Position:** Career and Networking Chair

**Term:** One year

**Time Commitment:** 4 hours/month

**Tasks:**

- Attend monthly board meetings (in person or conference call)

**Networking**

Facilitates opportunities for members and monthly meeting attendees to network and to improve their networking skills:

- Onboarding process for new members – provide backup to manage this process if the President-Elect is unable to do so.
- Greet members and guests at monthly meetings. Introduce guests to members to help people network.

**Careers**

Manage ISPI of Minnesota LinkedIn Group for networking/career information:

- Ensure job opportunities are posted in a timely manner to the ISPI of Minnesota LinkedIn Group.
- Check site regularly for requests, posts from members, removed dated posts.

Other networking/career-related activities as required.

Recently held by:

- Karen Buellesbach
- Pat O'Donnell
- Susan Taylor