

October 17, 2018

To: Sourcewell Member Chief Executive Officers

From: Chad Coauette, Executive Director/CEO

Re: Board of Directors Election Nomination

It is time for the Sourcewell Annual Board Election Nominations. As you know, Membership for Sourcewell is divided into four sub-regions. Sub-Regions I, II, and III are made up of school districts and Sub-Region IV is made up of cities, counties, and other government agencies. Each Sub-Region elects two of its elected officials to serve on the Sourcewell Board of Directors.

There are two (2) seats available: one (1) four year term from Sub-Region I
one (1) four year term from Sub-Region II

Terms of office which expire on December 31, 2018 are presently held by:

Sub-Region I	Scott Veronen- Verndale Schools
Sub-Region II	Sara Nagel- Pillager Schools

Please take the enclosed information to your next Board meeting and ask your Board to consider nominating one of your members to serve for the terms indicated. Then complete the nomination form and return it **no later than December 17, 2018**.

Thank you for your help. Look for the ballots soon after December 18, 2018.

Enc: Sourcewell Board of Directors Nomination Form
Sourcewell Board Member Job Description
Sourcewell Full Voting Sub-Regional Membership

POSITION DESCRIPTION & EXPECTATIONS

Position Title: Board Member

Immediate Supervisor's Position Title: Minnesota State Legislature and Governor

Essential Duties and Powers of the Board are defined in the Sourcewell By-Laws, Article III, Subd.F.

1. Submit an Annual Evaluation Report and an Annual Plan to the Membership.
2. Provide adequate office, service center and administrative facilities.
3. Employ staff and other personnel as necessary to provide and support the agreed upon programs and services.
4. Appoint special advisory committees as needed.
5. Employ licensed staff pursuant to licensure and certification standards.
6. Enter into contracts with school boards of local education agencies, including school districts outside Sourcewell's area.
7. Enter into contracts with other public and private agencies and institutions.
8. Be governed by the Sourcewell By-Laws and applicable laws of the state.
9. Establish cooperative, working relationships and partnerships with post-secondary educational institutions, other public agencies, business, and industry.
10. Appoint an Executive Director and other such necessary personnel and fix their salary and conditions of employment.
11. Meet at the call of the Chair or any three (3) members of the Board.
 - a. Expected to attend monthly Board meetings. Supper is served.
 - b. Expected to attend an Annual Board Retreat in the Spring running from the evening of the first day through the early afternoon of the following day. This event is typically held at a local Hotel.
 - c. Invited to attend one National Convention each FY at the expense of the Sourcewell.
12. May select advisory councils or committees to give advice and counsel to the board.
13. Shall make technical assistance for long-range planning available to member government agencies upon request.
14. May establish a Rebate Program only available to Full-voting Members.

Work Requirements and Characteristics

- a. Directly supervises the following Positions:
 - i. Executive Director
- b. Indirectly supervises:
 - i. None
- c. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others. Physical requirements:
 - i. Stand occasionally
 - ii. Walk occasionally
 - iii. Sit continuously
 - iv. Reach with arms and hands rarely
 - v. Climb or balance rarely
 - vi. Stop/kneel/crouch or crawl rarely
 - vii. Talk or hear continuously
 - viii. Taste or smell rarely
 - ix. Lift and carry up to 10 pounds rarely
 - x. Lift and carry up to 25 pounds rarely
 - xi. Lift and carry up to 50 pounds rarely
- d. Occasional air travel with multiple overnight stays possible.

Core Competencies

- a. Experience on a Board of Directors

Required Qualifications

- a. Must currently hold the office of elected official of a member school board, city, county, or other governmental unit and subsequently be elected to serve on the Sourcewell Board of Directors.

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this _____ day of _____, 20_____.

Printed Name

Signature

SOURCEWELL

FULL VOTING SUB-REGIONAL MEMBERSHIP FOR 2018

Sub-Region I	ADM's	Member Number
Bertha-Hewitt	409	1315
Browerville	399	1579
Freshwater Education District	105	14322 (Staples) 59952 (Wadena)
Long Prairie/Grey Eagle	877	5078
Menahga	955	5414
Sebeka	472	7157
Staples/Motley	1,165	7753
Verndale	520	33164
Wadena/Deer Creek	968	10634
Total: Sub-Region I	5,870	
Sub-Region II		
Cass Lake/Bena	1,164	11260
Crosby/Ironton	1,069	2855
Northland Community	346	6067
Pequot Lakes	1,610	6449
Pillager	959	6503
Pillager Area Charter School	45	6502
Pine River/Backus	902	6526
Walker/Hackensack/Akeley	712	8791
Total: Sub-Region II	6,807	
Sub-Region III		
Brainerd	6,427	15688
Little Falls	2,490	5043
Mid-State Education District-Little Falls	35	40599
Pierz	1139	6492
Royalton	909	6980
Swanville	321	11398
Upsala	376	33156
Total: Sub-Region III	11,697	
Sub-Region IV		
City of Baxter - 34965	City of Pierz - 89851	Region 5 RDC - 40600
City of Brainerd - 18227	City of Pine River - 33248	
City of Breezy Point - 84933	City of Royalton - 92001	MN State Comm. & Tech College - 5559
City of Browerville - 36435	City of Sebeka - 40598	
City of Clarissa - 2161	City of Staples - 33244	Central Lakes College Brainerd - 26992
City of Crosslake - 16521	City of Verndale - 83290	Central Lakes College Staples - 536
City of Emily - 50069	City of Wadena - 19960	
City of Little Falls - 490		
City of Long Prairie - 2306	Cass County - 1784	
City of Menahga - 40597	Crow Wing County - 2876	
City of Nisswa - 30664	Morrison County-5640	
	Wadena County - 8774	

Sourcewell Board of Directors Nomination Form

Please return:

Mail:

Sourcewell
Attn: Danielle Wadsworth
PO Box 219
202 12th Street NE
Staples, MN 56479

Or

Email:

danielle.wadsworth@sourcewell-mn.gov

NO LATER THAN December 17, 2018

_____ would like to place in nomination the following
(Government Agency Name)

person who is presently serving on our governing board, council, or commission to serve for a four-year term representing Sub-Region I on the Sourcewell Board of Directors:

Term Expires December 31, 2022

Person Nominated

Phone Number of Nominee

Email of Nominee

Date

Signature of Government Official

For each person nominated, a brief biographical sketch should be included in the space below which illustrates information on the candidate that would be of value to governmental agency board members in your Sub-Region to consider as a part of the election process.
