TITLE: BOARD RELATIONS LIAISON  FLSA: EXEMPT

REPORTS TO: ASSOCIATE GENERAL COUNSEL & VICE PRESIDENT, COMPLIANCE & CONTRACT SERVICES

PAY GRADE: 4

UPDATED: MARCH 2020

POSITION SUMMARY

Serves as Michigan Strategic Fund (MSF) Board Administrator; ensures that MSF Board meetings are scheduled, operated, and reported in accordance with requirements of the MSF Act and the Open Meetings Act (OMA). Develops, maintains, and enforces MSF Board policies, schedules, and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act or ADA)

- Provides operational oversight to the MSF Board, serving as primary liaison, resource, and designated contact for all MSF Board members.
- Under the direction of the MEDC Legal Department, MSF Fund Manager, the attorney general and chief compliance officer, ensures that all business of the MSF is carried out according to the MSF Act, PA 270 of 1984, as amended.
- Maintains and enforces MSF board packet schedule and key deadlines.
- Manages internal SharePoint site for MSF board matters, including but not limited to, monthly board packets, finalized minutes and resolutions, and general board governance documents.
- Gathers, screens and relays sensitive information received from Board members and provides confidential assistance to support Board goals and objectives.
- Ensures MSF Board members are informed of programs under their purview, and provides members with updates on programmatic and legislative changes as necessary. Briefs new board members on their duties and power of the MSF and its programs, and expectations pertaining to their role and actions.
- Conducts training sessions for business units and key stakeholders on MSF policies and procedures.
- Collaborates with Legal & Compliance team in the development of process and policy documents to ensure MEDC and MSF compliance with statutes, guidelines, policies and procedures for, MSF Act, OMA, and other relevant statutes; recommends changes to MEDC leadership.
- Prepares monthly MSF Board agendas and meeting packets; ensures compliance with OMA requirements; compiles and disseminates monthly MSF Board meeting packet to MSF Board members in timely manner.
- Maintains frequent contact with Board members to insure a quorum for meetings; briefs members on issues requiring their attention.
- Attends all MSF Board meetings, subcommittee meetings, and special sessions.
- Maintains MSF Board records, including agendas, meeting packets, reports, public notices, and meeting minutes in accordance with MSF Act, OMA, and MSF Board policies.
- Provides back-up to General Counsel and Legal team with in-depth legal and business due diligence and background analysis.
- Assists Legal staff with complex special projects, as assigned by General Counsel and Associate General Counsel.
- Performs other related duties as directed.
The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

**RECOMMENDED EMPLOYMENT QUALIFICATIONS**

**EDUCATION:** This position requires a bachelor’s degree from a four-year college or university in business administration, pre-law, library science, paralegal or a related field; or equivalent combination of education and experience.

**EXPERIENCE:** This position requires a minimum of three to five years of related professional experience in the concepts, principles, and practices of board relations and corporate governance, information management, government transparency laws, and project management. Experience interpreting legislative or other legalistic requirements is preferred.

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibilities.

**CERTIFICATES, LICENSES, OR REGISTRATIONS:** None required.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

**REQUIRED:**

1. Ability to read, analyze, and interpret general business journals, governmental regulations, legal and contractual documents, and financial reports.
2. Ability to function with strong written and verbal communication skills.
3. Ability to write reports, business correspondence and procedure manuals.
4. Ability to effectively present information and respond to questions from groups of key stakeholders including managers, clients, customers and the general public.
5. Ability to define problems, collect data, establish facts and draw valid conclusions.
6. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
7. Ability to grasp the industry/position-specific software with minimal training.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. The position may require travel throughout Michigan.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.