



MINNESOTA BOARD OF ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

MISSION

The Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design regulates the professions and enforces the statutes and rules in order to protect the health, safety and welfare of the public. We ensure that individuals meet the education, examination and experience standards for licensure or certification, and maintain their records in good standing. We take disciplinary action against those who violate the statutes, rules and standards governing the practice of the professions.

VALUE STATEMENTS

Integrity

The Board demonstrates integrity. It is ethical, honest and open to opinions and differing perspectives as it reaches decisions.

Objectivity

The Board is objective. Its actions are consistent and non-discriminatory. It enforces its governing statutes and rules in a fair and equitable manner.

Accountability

The Board is accountable to the general public and to those it licenses and certifies.

Progressiveness

The Board is evolutionary and progressive. It adapts as required to meet changing needs. It is reflective; it listens well.

STRATEGIES

- 1** Leverage education, outreach, and technology to encourage licensure and improve the path to and through licensure.
- 2** Increase understanding and utilization of the enforcement program by licensees and the public.
- 3** Increase Board proactivity and preparedness through education, technology, and diversity efforts.

KEY ROLES & RESPONSIBILITIES

Below is a high-level summary of member roles and responsibilities.

Stakeholder	Key Responsibilities
Board Chair	<ul style="list-style-type: none"> • Leads full Board meeting and executive committee meeting • With executive committee, assigns chairs to other committees/sections • Tasked with ensuring continuity and new member orientation
Vice Chair	<ul style="list-style-type: none"> • Leads meetings for the Chair in their absence; executive committee member • Signs Board minutes in the absence of the Secretary (must have attended meeting)
Secretary	<ul style="list-style-type: none"> • Signs full Board minutes (must have attended meeting); executive committee member
Treasurer	<ul style="list-style-type: none"> • Honorary title to additional member providing depth to executive committee
Past Chair	<ul style="list-style-type: none"> • As named, previous Board chair; provides continuity and depth to executive committee
Committee / Section Chairs	<ul style="list-style-type: none"> • Leads committee/section meeting • Tasked with ensuring continuity and new member orientation for their committees/sections
Executive Committee	<ul style="list-style-type: none"> • Oversees strategic planning—establishing overall timetable, ensuring follow through of plan, and directing other working groups.
Credentialing Committee	<ul style="list-style-type: none"> • Recommends rule and procedural changes related to licensure/certification and examination • Provides oversight to the CE audit process • Implements outreach activities, including newsletter, social media, and other communication
Complaint Committee	<ul style="list-style-type: none"> • Reviews all enforcement issues resulting from complaints filed at the Board office and provides a recommended course of action to full Board
Rules Committee	<ul style="list-style-type: none"> • Works with Rules Coordinator to draft housekeeping and other revisions/additions to rules for review by the full Board before submitting to Revisor/SOS for review • Champions statute changes necessary to the continued protection of the public as related to the professions
Every Member	<ul style="list-style-type: none"> • Prepares for, attends and participates in meetings, including voting on disciplinary actions, rule changes and other motions • Accepts assignments of the Board chair and committee/section chairs necessary to the function of the Board and fulfillment of its mission and values • Upholds the responsibility of the Board to protect the health, safety and welfare of the people of Minnesota above any personal or professional interest (recusing themselves if there is an impermissible conflict of interest) • Acts as a representative of the Board to communicate information to the professional and educational communities • As/when required by law, maintains confidentiality • Becomes familiar with all Board rules and statutes • Becomes familiar with other Minnesota statutes, rules, laws, and policies impacting the function of the Board (For example: Data Practices Act, Open Meeting Law, Affirmative Action Plan, Sexual Harassment Prohibition Policy). • Provides timely review of applications for licensure/certification (professional members)