



# Minnesota NOW Board Job Descriptions

## Responsibilities of the Operations Coordinator

### Serve on Executive Committee

Serve on this committee, which is the decision-making group for Minnesota NOW between State Board Meetings. Most of this work is done via email, but occasional in-person meetings call for taking minutes. The Executive Committee also selects award winners for the Charlotte Striebel Long Distance Runner Award and the Feminist of the Year award that may be given at the Minnesota NOW State Conference.

### Serve on Sustainability Committee

The Sustainability Committee is responsible for all financial aspects of Minnesota NOW including accounting, banking, taxes, reporting, budgeting, and fundraising. The Sustainability Committee will also be responsible for the day-to-day operations of Minnesota NOW including answering the mail, email, and telephone, information technology, and maintaining the membership database.

### Day-to-day responsibilities

- Answer/delegate responses to telephone, mail, email ([mnnow@mnnow.org](mailto:mnnow@mnnow.org) and [info@mnnow.org](mailto:info@mnnow.org)) communications.
- Assist with Dropbox organization.
- Maintain membership database.
- Coordinate mailings and email communications with members.
- Coordinate information technology (IT) upgrades and maintenance.

**The Operations Coordinator shall attend the State Conference.**

**Serve on an Issue Committee of your choice from one of MN NOW's six Core Issues.**

**Check Zoho Emails Regularly (recommend daily).**