



Minnesota NOW Board Job Descriptions

Responsibilities of the Treasurer

Serve on Executive Committee

The Treasurer serves on the Executive Committee and is involved in making decisions for Minnesota NOW between State Board Meetings. Most of this work is done via email. 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.

Chair the 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 updating the membership database.

Day-to-day responsibilities

- Accounts Receivable / Accounts Payable / Banking.
- Accounting – Quickbooks Online.
- Process memberships / update membership database.
- Co-signer on MN NOW Foundation and MN NOW PAC accounts.
- Maintain Square Up account.
- Maintain Vanco account / periodic updates on payment page for website.
- Maintain liability insurance / certificates when needed.
- Coordinate expenses with Foundation.

Annual responsibilities

- Help with GiveMN Foundation fundraising event.
- Prepare State of Minnesota Attorney General Report.
- Annual filing for MN NOW and Foundation with the MN Secretary of State.
- Prepare Federal tax return.
- Prepare annual MN Sales and Use tax return.
- Prepare an annual budget for State Board Approval.

The Treasurer shall attend the State Conference and present a Sustainability Report for the year.

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

Check Zoho Emails Regularly (recommend daily).