



Minnesota NOW Board Job Descriptions

Responsibilities of the Legislative Coordinator

Serve on Executive Committee

The Legislative Coordinator 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.

Serve on the Action Committee

The Legislative Coordinator shall serve as a member of the Action Committee. The Action Committee is responsible for member recruitment and training, chapter development, state conference planning, creating and promoting our legislative platform, monitoring our coalition involvement and, with the help of the Issue Committees, organizing the action/event calendar.

- Check in regularly with Issue Committees about their programming as it relates to legislation.
- Write, design, and distribute Action Alerts in TrailBlazer.
- Create and promote legislative platform.
- Coordinate with allied organizations and coalitions for legislative campaigns.
- Train volunteers to lobby legislators and attend committee hearings.
- Coach and prepare the president as needed for committee hearing testimony.
- Update website content regarding the Legislative section and the state conference.
- Manage the work of Legislative interns.
- Assist Vice President as needed to advance the work of the Action Committee.

Serve on the Minnesota NOW PAC.

The Legislative Coordinator shall attend the State Conference and present a Legislative Coordinator's 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).