



Minnesota NOW Board Job Descriptions

Responsibilities of the President

Chair Executive Committee

The President leads 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 Minnesota NOW State Board Meetings and Annual State Conference

The State Board is responsible for ensuring the financial health of Minnesota NOW and implementing the mission, vision, and policies of Minnesota NOW as determined by the State Conference.

- Schedule and secure location.
- Write agenda, save agenda to Dropbox.
- Request and organize committee reports.
- Chair the MN NOW State Board meetings.
- Chair the MN NOW State Conference.

Chair the Communications Committee

The Communications Committee is responsible for the communications of Minnesota NOW both to the general public and to our members. Duties include preparing the newsletters and press releases, updating the website and social media pages, crafting our message to, and image in, the public, and keeping our members informed and engaged in our action agenda.

- Oversee the creation and implementation of social media strategy and tactics.
- Oversee development of content for and update the website as needed.
- Coordinate the regular update of the Calendar (on website/internal).
- Write press releases as needed.
- Promote events and activities.
- Oversee the writing, design, and printing of collateral materials (brochures, flyers, posters, etc.).
- Oversee the writing, design, and editing of the newsletter.

Act as Spokesperson for Minnesota NOW

- Respond to requests for interviews.
- Issue statements/write letters to the editor for MN NOW/write blog posts for the website.

Serve on the Minnesota NOW PAC – The President is the Chair of the MN NOW PAC unless she appoints another member of the PAC to be Chair in her stead.

Serve on the Minnesota NOW Foundation Board.

The President shall attend the State Conference and present a President's Report and a Communications Committee 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).