



Minnesota NOW Board Job Descriptions

Responsibilities of the Board Secretary

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.

Secretary to the Executive Committee, Minnesota NOW State Board, and Annual Conference

- Takes minutes at Executive Committee Meetings.
- Takes minutes at State Board Meetings, saves approved minutes in Dropbox.
- Maintain a leadership list of all officers, board delegates and alternates, committee chairs and chapter presidents/conveners.
- Conduct correspondence as directed by the President or the State Board.
- Take minutes at the Annual State Conference.

Serve on Communications Committee

Serve on the Communications Committee, which 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.

- Attend Communications Committee meetings and take minutes.
- Assist in implementing social media strategy and tactics (regular Facebook posts gathered from content that Issue Committees have researched, draft blog posts or design infographics).
- Work with Communications Committee members, and Issue Committee leaders, on planning and implementing promotion efforts for events/activities of the Issue Committees (gather media and other contacts/targets, draft materials as needed, and execute promotion as delegated).
- Assist with content development and/or website updates as needed.

Serve on the Minnesota NOW Foundation Board.

The Secretary shall attend the State Conference.

Serve on an Issue Committee of Your Choice from one of Minnesota NOW's Six Core Issues.

Check Zoho Emails Regularly (recommend daily).