



Minnesota NOW Board Job Descriptions

Responsibilities of the Vice President

Serve on Executive Committee

The Vice President 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.

Vice President to the Minnesota NOW State Board

The vice president shall perform the duties of the president in the absence of the president.

Chair the Action Committee

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

- Determine engagement goals and priorities for the year.
- Oversee the creation and implementation of member engagement strategy and tactics.
- Oversee development of, content for and update the action calendar as needed.
- Check in regularly with Issue Committees about their programming.
- Assist with organizing events with Issue Committees as needed.
- Check in regularly with Chapters about programming, recruitment and maintenance.
- Oversee the writing, design, and distribution of Action Alerts in TrailBlazer.
- Contact, track and connect new volunteers with MN NOW's work.
- Work with Legislative Coordinator to determine priorities and promote our platform.
- Lead the planning efforts for the MN NOW Annual State Conference.

Serve on the Minnesota NOW Foundation Board.

The Vice President shall attend the State Conference and present an Action 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).