

**Minnesota Academy of Nutrition and Dietetics
Board
Job Position Description**

TITLE: SECRETARY/ FINANCE DIRECTOR

TYPE: Elected, 2 year term

BRIEF DESCRIPTION: Coordinate development, recording and posting of agendas and minutes of board and Executive Committee of the meetings (in person, teleconference, electronic). Be responsible for fiscal activities of the Minnesota Academy of Nutrition and Dietetics.

AREAS OF ACCOUNTABILITY:

- Serve as a voting member of Board and the Executive Committee of the Board.
- Record minutes, and supervise the filing and distribution of minutes of all Board, Executive Committee of the Board and Association membership meetings.
- Maintain official record of minutes including all related materials distributed at meetings.
- Submit minutes to President and Executive Director for review and approval, with final copy available within one week of Board meetings.
- Chair Finance Committee and lead the annual budget planning committee providing financial/ fundraising direction.
- Conduct a bi-annual review of financial and time reports completed by the Executive Director and report to the Board and members of MAND as needed.
- Assist the Annual Meeting Committee in recruitment of Exhibitors for the Annual Conference.
- Follow MAND reimbursement policies and procedures.
- Actively pursue diverse revenue streams
- Oversee investment of the MAND funds.
- Review annual report from accountant.
- Perform additional functions as may be identified by the Association

CALENDAR:

On-going	Assist President with agenda planning, attend, record and post minutes of Board and Executive Committee of the Board meetings Prepare Board report for each Board meeting
April/May	Chair the Annual Budget session for the Finance Committee

OTHER GOVERNANCE ISSUES: (I.E. AND, GOVERNMENTAL RULES)

IRS and state tax laws
Signer on all MAND accounts
Signs as sign of seal when needed