

Key Responsibilities: MMS Corresponding Secretary and MMS Treasurer

MMS Position Title: **Corresponding Secretary**

Position Summary

The Corresponding Secretary, an elected member of the MMS Board of Directors, is responsible for communication with its members and the general public. This role works with board members to provide timely information to its members about the club's forays, membership meetings, educational or social events, mushroom-related events by others, and club business like elections and membership renewals. The Corresponding Secretary also responds in a timely manner to questions emailed from members and non-members to provide direct answers or referrals to the appropriate individual in the organization who can respond.

Key Responsibilities

1. Manage the MMS MailChimp account used for email communication to members. Training and support will be provided by the Webmaster or previous MailChimp account owner or primary MailChimp account admin.
 - Maintain an annual schedule for email communications based on information provided at MMS Board meetings or directly by designated Board members or other MMS volunteers.
 - As needed, develop or revise current procedures and processes for the flow of communications needed to schedule and complete email communications to members.
 - Create and send emails using Mailchimp to members to keep them informed on club news and related items of interest.
 - Optionally recruit and direct the work of other volunteers to help create and send emails in Mailchimp.
2. Serve as a general contact for inquiries and requests by MMS members or the public. Answer questions when possible or provide a referral to the appropriate Board member or other MMS volunteer.

For questions or additional detail about this MMS Board position, please contact Jane Onorati at webmaster@minnesotamycologicalsociety.org.

MMS Position Title: **Treasurer**

Position Summary

The Treasurer is an elected officer and a key member of the Board of Directors, responsible for overseeing the fiscal management of the MMS. This role involves ensuring the integrity and transparency of the MMS' financial practices, providing accurate financial reporting, and ensuring compliance with all legal and regulatory requirements. The Treasurer will work closely with the Finance Chair, the President, and other board members to support MMS' mission.

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Key Responsibilities

1. Financial Oversight
 - Manage and oversee the organization's financial resources.
 - Develop and implement financial policies and procedures.
 - Ensure the MMS operates within its budget and provide guidance on finances.
2. Reporting
 - Prepare and present regular financial reports to the Board of Directors.
 - Provide financial report to the members at the annual business meeting.
3. Budgeting
 - Lead the annual budgeting process in collaboration with the Finance Chair, President, and relevant committees.
 - Monitor budget adherence and recommend adjustments as needed.
4. Compliance & Risk Management
 - Comply with federal, state, and local regulations on nonprofit finance.
 - Facilitate the annual registration with the Minnesota Secretary of State.
 - Identify various operating risks to the Society and work with President, outside legal counsel, and the board to eliminate those risks through changes in policies or procedures and/or mitigate those risks by obtaining adequate insurance.
5. Revenues Management
 - Oversee the collection, management, and record-keeping all revenues including membership dues, donations, and other revenues and contributions.
6. Financial Development
 - Identify opportunities for the Society's financial growth and sustainability and
 - Assist board members in development of nonprofit financial literacy, as needed.

Qualified candidates will have previous accounting experience, preferably in a nonprofit, and have proficiency in accounting software such as QuickBooks Online, Excel, and Google Sheets.

For questions or additional detail about this MMS Board position, please contact Therese Casey at treasurer@minnesotamushrooms.org.