



POSITION DESCRIPTIONS FOR
MNAPABA EXECUTIVE BOARD VACANCIES 2023-2024

Reflective of its membership, the MNAPABA executive board is a collegial, collaborative, and supportive team. Historically, this all-volunteer board has been a great place to exercise leadership skills, vision, and initiative and to serve the APA legal community. Please consider joining the board to share your talents and advance the goals of our association.

These position descriptions are intended to give you a general overview of the board roles as they have traditionally existed. Every year, there are certain things MNAPABA's membership has come to enjoy and expect. These descriptions should give you an idea what you should expect to deliver in the following board year.

Positions:

- Treasurer
- VP of Communications
- VP of Outreach
- VP of Programming

General Commitment For All Board Members

Besides the role-specific commitments below, here are some of the general commitments you can expect during the board year as a member of the Executive Board:

- Plan to transition with your predecessor in September/October 2023
- Monthly 90-minute board meetings, generally on the second Tuesday of each month
- Participate in one board retreat in October 2023 (2-3 hours on one Saturday or Sunday)
- Lead or join at least one subcommittee (Outreach, Programs, Membership, Governance, Awards, or Women's Committee)
- Timely engagement in board-only email discussions when issues arise
- Availability to review motions and vote via email between board meetings
- Attend MNAPABA events when available and help to informally promote events
- Participate, where possible, in MNAPABA initiatives to assist judicial candidates with mock interviews and drafting endorsement letters
- Deliver a smooth transition to your successor in September/October 2024

Treasurer

Position Summary: MNAPABA's Treasurer is responsible for minding the fiscal health of the association. The Treasurer maintains MNAPABA's bank accounts (including the St. Paul Fund), insurance, and is generally responsible for making all payments on behalf of the association.

The Treasurer is responsible for working with the President to establish and manage an annual budget for the association, as well as handling MNAPABA's annual filings. The Treasurer is also responsible for accurate and up-to-date monthly reporting to the full board. During the latter half of the Treasurer's term, the Treasurer will assist with fundraising efforts central to the MNAPABA annual gala.

VP of Communications

Position Summary: MNAPABA's Vice President of Communications ("VPC") is responsible for executing key communications with the membership and contacts as well as maintaining MNAPABA's positive image as a leader in the community. The VPC will assemble periodic communications to be disseminated to the membership (e.g., the monthly newsletter) and will assist other board members in sending their own membership/contact-wide communications using Wild Apricot's functionalities and capabilities. Flexibility is a key requirement for the VPC as items pop up frequently that need to be communicated to the membership in a timely fashion—a task that can usually be accomplished without too much work using email templates, etc.

The VPC will also be primarily responsible for MNAPABA's website and back-end membership management platform (Wild Apricot). Job duties include general website design and management as needed (typically minimal), occasional community news postings, regular job postings, and uploading of event photos.

Pre-existing knowledge or general comfort and ease with technology are encouraged for this position. The VPC may also help assist with training board members on Wild Apricot's functionalities and capabilities and lead MNAPABA's **Technology Committee** to assist with performing these duties.

Key Goals & Deliverables

- Weigh in on key communications from MNAPABA to the public
- Learn how to use Wild Apricot for mass emails and website updates
- Compile and format the monthly newsletters using editorial judgment
- Compile and format weekly mailers as needed
- Update job postings on the website regularly (typically weekly)
- Update website news and announcements as needed (few times per month)
- Lead Technology Committee to help with website or other duties

VP of Outreach

Position Summary: MNAPABA's Vice President of Outreach ("VPO") is responsible for cultivating, maintaining, and strengthening MNAPABA's relationships with external organizations. These organizations include other bar associations, APA organizations, legal employers like firms and government, law schools, and various other community groups. Candidates should enjoy networking and be passionate about outreach initiatives. In addition, the VPO is responsible for helping the President answer calls from external organizations to assist with programming, co-sponsor events, and sign on to policy statements. The VPO will advise the Executive Board on whether opportunities fit within MNAPABA's mission and within its capabilities. The VPO should be a person who can see the big picture and identify the most strategic ways for MNAPABA to be involved, again, within its capabilities and capacity as an all-volunteer organization. The VPO has traditionally achieved his or her annual goals through member programming and events.

The VPO also heads MNAPABA's **Outreach Committee**. The VPO will be responsible for recruiting, assembling, and using the Outreach Committee to carry out his or her duties during the board year.

Key Goals & Deliverables:

- At the start of the board year, meet with representatives from community groups to discuss the potential for collaboration during the upcoming board year
- Organize one annual community service project for MNAPABA members

VP of Programming

Position Summary: MNAPABA's Vice President of Programming ("VPP") is responsible for planning, organizing, and hosting MNAPABA's signature annual events and assisting other board members with event planning as needed. Event planning skills are a must. Rudimentary comfort with technical skills will be required because MNAPABA uses its member management software (Wild Apricot) to advertise, calendar, and register guests for MNAPABA programming. The VPP is charged with ensuring that MNAPABA members are getting value out of our association through events that people want to attend—whether social, networking, or law-related.

The VPP also heads MNAPABA's **Programs Committee**. The VPP will be responsible for recruiting, assembling, and using the Programs Committee to carry out his or her duties during the board year.

Key Goals & Deliverables:

- Work with the President to plan the Annual Gala, the biggest event of the year
- Plan, advertise, and host signature MNAPABA events including, but not limited to (based on MNAPABA's then-current capabilities and capacity as an all-volunteer organization):
 - Summer Pool Party and School Supply Drive
 - Annual Winter Retreat/Event
 - MNAPABA New Attorney Reception
 - MNAPABA Judges' Reception
 - Celebratory Receptions for New APA Judges and Members with Significant Career Achievements
 - Holiday- or cultural-themed outings (e.g., Lunar New Year)