

**FPA OF MINNESOTA**  
**SECRETARY-TREASURER**

*Monthly Time Commitment: 10 hours*  
*2020: Ron Evans; Vice:*

**DUTIES:**

1. To work with the Executive Director to maintain the chapter's financial records; review financial records and bank statements
2. To work with the Executive Committee to prepare a budget for the fiscal year
3. Quarterly review budget and profit & loss statement – January, April, July and October Board meetings
4. In coordination with Executive Director, to complete and submit federal and state annual tax reports (1099s due date January 31<sup>st</sup>; Form 990 due date May 15<sup>th</sup>)
5. To confirm Executive Director has completed and submitted Annual Registration and MN Nonprofit Corporation to Secretary of State no later than December 31<sup>st</sup>
6. To take and transcribe minutes for board meetings; keeping abreast of committee activities to ensure follow through
7. Assist in keeping chapter on track with thorough understanding of FPA of MN vision, mission, and goals
8. Support the efforts of other board members; attend board and chapter programs and activities
9. Participate in Executive Committee meetings (President, President-Elect, Secretary/Treasurer, Chairperson, and Executive Director)
10. Liaison for 2 committees
11. Attend FPA of MN various events when available