



Volunteer Opportunity

Volunteer Job Title:	Reports To:
Board Treasurer	Board of Directors
About the LWV of St. Paul:	
<p><i>Our Mission:</i> The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government and influences public policy through education and advocacy.</p> <p><i>General Objectives:</i></p> <ol style="list-style-type: none"> 1) Establishing positions on public policy through member participation and agreement. 2) Taking concerted actions that secure public policies consistent with league positions. 3) Enhancing citizen participation in federal, state and local government decisions. 4) Increasing citizen participation in the federal process. 	
Responsibilities:	
<p><i>Position Overview:</i> Handle the finances of LWVSP Chapter and LWVSP Education Fund.</p> <p><i>Key Duties:</i></p> <ul style="list-style-type: none"> • Handle all finances: deposit payments, cut expenditure checks, oversee donations and grant funds. • Present periodic financial statements at board meetings and an annual report at the annual meeting. • Develop yearly budget for both organizations in conjunction with the Board and committee chairs. • Develop and submit government filings (including the IRS990 e-postcard, the MN State Attorney General's annual report, and the MN Secretary of State annual registration.) 	
Necessary Skills and Qualifications:	
<ul style="list-style-type: none"> • Aptitude with numbers and a general understanding of accounting principles. • Ability to develop a budget based on income-expense history. • General understanding of nonprofit regulatory guidelines and the organization's responsibilities. 	
Time Commitment and Term:	
<p>Generally about 2-4 hours per week excluding board meeting time. Busy times require additional time and include: Membership renewal drive (August-September); Annual fund drive (November-December); MN Attorney General's filing (January); Organizational budgeting (April)</p>	
Application Instructions:	Contact Information:
Please send resume to: mail@lwwsp.org	(651) 789-0118 VM only or mail@lwwsp.org