

<b>Job Title:</b>	President	<b>Job Category:</b>	Executive
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> <b>MNSEI.INC@GMAIL.COM</b> Subject Line: President Volunteer Position		We are looking for an energetic, passionate and sharp individual who lead our board team and manage the organization with our VP, review procedures and financial reporting and guide the board on visional strategy for the best interest of the company.	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>➤ Oversight and management of the Board team and Representative members</li> <li>➤ Supports and delegates responsibilities when a Board or Representative member is not available and assumes duties until board member is active</li> <li>➤ Establish and enforce policies and procedures</li> <li>➤ Outline short and long term goals and duties</li> <li>➤ Develop and maintain all business relationships with vendors (contacting and negotiating with contracts or deals, communicating and providing solutions to capture attractive incentives for organization)</li> <li>➤ Connect and lock down aggressive, competitive and affordable resources</li> <li>➤ Bring passion with proactive scope on daily issues and concerns</li> <li>➤ Conduct board meetings from agenda</li> <li>➤ Work with VP on marketing strategies, fundraising, and charitable opportunities (The president is the chief fundraiser, primary spokesperson who recruits donors, and attend fundraising functions with VP)</li> <li>➤ Primary liaison between board members and representatives and members (inform of status of organization, update on finances, programs, discounts deals, survey demographics, etc)</li> <li>➤ Submits plans and budgets for board approval and lead board meetings</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b> <ul style="list-style-type: none"> <li>➤ Critical thinking</li> <li>➤ Integrity and good ethical behavior</li> <li>➤ Aptitude for organization</li> <li>➤ Strategic planning and creativity</li> <li>➤ Clear communication with respect for diversity and inclusion</li> <li>➤ Basic accounting skills</li> <li>➤ Leadership and willingness to take initiative for the best interest of the organization</li> </ul>			
<b>PREFERRED SKILLS</b> <ul style="list-style-type: none"> <li>➤ Knowledge of nonprofit rules according to IRS and SEC regulations (including tax exempt status of a nonprofit-purpose and nature of organization, filing requirements, distribution of earnings for private benefit, political lobbying, types of financial records and other organization documents, etc)</li> <li>➤ Knowledge of the federal legislation (i.e. Sarbanes-Oxley Act of 2002-anti-fraud requirements for board of directors and officer compensation with provision that board members are personally responsible to assure completeness and accuracy of financial records)</li> <li>➤ Knowledge of Articles of Incorporation, the bylaws and all provisions</li> <li>➤ Advanced accounting skills</li> <li>➤ 4+ years with financial background</li> <li>➤ 5+ years of corporate structure history</li> </ul>			

- 3+ years of nonprofit organization knowledge and/or participation

#### BOARD TEAM INCENTIVES

- ❖ **FREE MEMBERSHIP AND ACCESS TO EXCLUSIVE DISCOUNTS OF SEI**
- ❖ **ONE FREE MOVIE TICKET FROM ANY LOCATION PER MONTH (AFTER 60 DAYS ON BOARD)**
- ❖ **ONE FREE DMC CARD PER REGION FOR THE YEAR (AFTER 90 DAYS ON BOARD)-5 TOTAL**
- ❖ **ONE FREE TICKET PER CATEGORY PER CATEGORY FOR AMUSEMENT PARKS PER YEAR (1 MN ZOO ADULT/CHILD/SENIOR/PARKING, 1 VALLEY FAIR ADULT/CHILD/PARKING, ETC))**

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	