

**MPO/MNPQC Background:** Minnesota Perinatal Organization (MPO) was founded in 1974 as a multidisciplinary association of individuals and organizations dedicated to improving perinatal health. MPO provides up-to-date information on perinatal care practices, services and technical advancements and an opportunity to network with professionals from the region. The Minnesota Perinatal Quality Collaborative (MNPQC) was developed in 2018 and is facilitated by the Minnesota Perinatal Organization (MPO) along with support from the Minnesota Department of Health.

**MPO/MNPQC Mission:** The MNPQC is a network of organizations, medical providers, content experts, and community voices led by Minnesota Perinatal Organization (MPO) in partnership with the Minnesota Department of Health (MDH). We seek to improve perinatal and infant health outcomes with an emphasis on improving health equity for all birthing people.

**Description:** MPO secretary will help ensure accurate records are maintained for the organization (including the MNPQC). This position requires a 3-year commitment.

**For more information, visit:** [minnesotaperinatal.org](http://minnesotaperinatal.org)

### MPO Secretary Responsibilities:

- Keep accurate records for the MPO
- Take minutes at all board meetings
- Distribute copies of the meeting minutes to the board members
- Ensuring meeting announcements and meeting agendas are sent to board members in a timely fashion
- Ensure that the MPO records are maintained on Basecamp
- Perform other duties as prescribed by the board
- Consider giving a charitable contribution, in an amount reasonable relative to personal assets, to the general fund of the organization

### Skills Required:

- Strong organizational skills
- Passionate about the mission of MPO
- Excellent communication skills
- Able to commit the time and energy required

### Time Commitment

- Term is expected 3 years
- As described in responsibilities, participation of role expected at:
  - MPO Board Meetings (monthly as needed)