



Choosing a chair and treasurer

Minnesota Campaign Finance and Public Disclosure Board

Every candidate committee, political committee, and party unit must have a chair and a treasurer. A political fund does not need a chair but must have a treasurer.

Who should be the chair?

Anyone can be the chair of a candidate committee, political committee, or party unit. The chair's duties are not specified in law. It therefore is up to the committee or party unit to decide what the chair's duties will be.

Who should be the treasurer?

Each committee, fund, or party unit has one person in charge of the money. That person is the treasurer. The treasurer's job takes time and requires a person who is willing to accept a lot of responsibility.

The treasurer must receive, keep records on, and report all money coming into the committee. The treasurer has to approve all spending and make sure that the committee's money is used in legally permitted ways. If the committee enters into transactions that violate state laws or fails to file proper reports on time, it is the treasurer who is responsible to the Board. Although the same person can be the chair and the treasurer, it is strongly recommended that two different people hold these jobs given the treasurer's many important duties.

Although it is not required by the campaign finance laws, it is recommended as a best practice for committees, funds, and party units that plan to be in existence for several elections to have written policies describing how to transfer duties and financial records from a former treasurer to a new treasurer.