

**NATIONAL ASSOCIATION OF VOLUNTEER PROGRAMS
IN LOCAL GOVERNMENT (NAVPLG)**

BOARD OF DIRECTORS

Specialty area: Awards and Scholarship Committee Chair

JOB DESCRIPTION

Term of Office: One year (from annual meeting through end of one subsequent annual meeting). No chair shall serve longer than three consecutive terms.

Key Responsibilities:

- **Chair Function:** Coordinate and serve as chair of the award and scholarship committee. Update nomination materials and widely distribute to those who will nominate awardees. Recruit and secure judges, providing them with award criteria and forms to tally the results. Plan the award ceremony, certificates and award. Assist in the review, choosing and distribution of scholarships. Provide updates at NAVPLG board meeting about both awards and scholarship information. Oversee distribution of scholarships. This position reports to the president.
- **Policy Administration:** Responsible for ensuring the association operates within its adopted by-laws. Acts on proposed revisions to by-laws. Recommends policies that determine the purpose, governing principles, functions, and activities of the association.
- **Evaluation:** Regularly monitors the activities of the association including committee work, proposals, and operations.
- **Public Relations:** Understands and interprets the work of the association to other interested parties and organizations.
- **Finance:** Approves and monitors the association's finances. Responsible for developing annual budget, and authorizing and approving the annual audit.
- **Programs:** Participates in planning, monitoring, and evaluation of programs of the association.

Minimum Position Requirements:

- Current paid member of the association.
- Demonstrated interest in the goals and objectives of the association.
- Commitment to participate in all board meetings, serve on a committee and participate in activities whenever possible.