

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

BOARD OF DIRECTORS

Specialty area - Marketing and Technology Chair

JOB DESCRIPTION

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

Key Responsibilities:

- **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.

Duties and Responsibilities for Marketing and Technology Chair

- Assist in the development and implementation of a marketing work plan.
- Work with membership chair to set objectives and strategies for social media usage.
- Assist in the creation of NAVPLG marketing material, when required.
- Maintain website and assist committee chairs and board members in the utilization of the website.
- Assist in the creation, facilitation and maintenance of online discussion threads for the different committees and local government segments on the website.

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.