

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

**BOARD OF DIRECTORS**

**Specialty area – Education and Pre-conference Committee 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 Education Committee Chair**

- Work with president-elect in the coordination of the pre-conference training.
- Help develop and implement an education and training initiative.
- Work with the technology and social media committee to set up different discussions hosted by different segments of local government, i.e. library, fire, police, recreation, etc.

**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.
- Coordinate and serve as chair of the annual award committee.
- Oversee the distribution of scholarships.