

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

**BOARD OF DIRECTOR
JOB DESCRIPTION**

Term of Office: One Year. (Directors shall serve from annual meeting to annual meeting.) No Director shall serve longer than 3 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.

SPECIALTY AREA -

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.