

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

**SECRETARY
JOB DESCRIPTION**

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

Key Responsibilities:

- **Secretarial Function:** Take accurate minutes of and keep a permanent record for each NAVPLG board meeting. Collect minutes from committees that cannot attend board meetings to share at the meeting. Distribute minutes from each meeting to board members at least two weeks prior to upcoming meeting. Write correspondence on behalf of NAVPLG as directed by the president. Maintain and distribute a roster of the NAVPLG board members. Work with Social Media, Technology and E-Newsletter committees to report appropriate information to members via email and newsletter.
- **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.