



## BOARD OF DIRECTORS: OFFICER SERVICE DESCRIPTION

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**TITLE:** PRESIDENT ELECT

**PAY CLASS:** UNPAID VOLUNTEER

**TERM OF OFFICE:** TWO YEAR (from annual meeting through end of one subsequent annual meeting). The term of President-Elect shall be one year with automatic succession to the office of president the following year. Shall not serve longer than three consecutive terms.

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### POSITION REQUIREMENT

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Must be a current dues-paying member of the association. Must be from a county or city government.

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### IMPACT

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Citizen participation is important to the vitality of local governments. Volunteers bring a variety of skills and life experiences to local government agencies, strengthen communities and the democratic process, and help local governments operate more cost-effectively. NAVPLG promotes the development of well-managed volunteer programs in local government and fosters effective partnerships at the national, regional, state and local level. Board of directors, committee chairs, and members form close-knit, working relationships to magnify the social return on volunteer engagement and network with local government officials to strengthen the volunteer workforce and supplement the diverse programs that nourish and fortify our communities.

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### RESPONSIBILITIES

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**Assist President:** Serve as acting president in absence of president. Act as ex-officio member of each sub-committee. Assist president in providing leadership to accomplish goals and objectives.

**Elections:** Provide leadership and oversight of annual election process through coordination with nominating committee.

**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. Coordinate with education chair to develop and implement an online education initiative. Education chair reports to president elect.

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## DUTIES

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Shall serve in absence of the president and shall assist the president in any manner so directed by either the president or the board of directors.

Shall the office of president become vacant, serve as president for the remainder of the unexpired term as president.

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## REQUIREMENTS

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Demonstrates interest in the goals and objectives of the association with a commitment to participate in all board meetings, serve on committees, and engage in activities.

The responsibilities and duties listed above are intended only as illustrations of the various types of work that may be performed. For additional support, reference NAVPLG BYLAWS and resources at [www.navplg.org](http://www.navplg.org)

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## QUALIFICATIONS

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Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds, both verbally and in writing.

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