



## BOARD OF DIRECTORS: REPRESENTATIVE COMMITTEE CHAIR SERVICE DESCRIPTION

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**TITLE:** AWARDS CHAIR

**PAY CLASS:** UNPAID VOLUNTEER

**TERM OF OFFICE:** TWO YEARS (from annual meeting through end of two subsequent annual meetings). Shall not serve longer than three consecutive terms, or six years.

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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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**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.

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## DUTIES

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Coordinate and serve as chair of the award and scholarship committee.

Update nomination materials and widely distribute to those who will nominate awardees.

Recruit and secure judges. Provide judges with award criteria and forms to tally the results.

Plan the award ceremony, certificates and awards.

Assist in the review, choice and distribution of scholarships.

Provide updates at board meetings about awards and scholarship information.

Oversee distribution of awards and scholarship.

Awards chair reports to the 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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