



## **BOARD OF DIRECTORS: LIAISON NATIONAL ASSOCIATION OF COUNTIES (NACo): SERVICE DESCRIPTION**

---

**TITLE:** NACo LIAISON

**TERM OF OFFICE:** NAVPLG Term TBD (from NACo annual conference through end of one subsequent NACo annual conference). Requires NACo Conflict-of-Interest Disclosure and NACo Board of Directors Responsibilities Signoff. NAVPLG Term TBD.

---

---

### **LIAISON REQUIREMENTS**

---

Must be a current paid staff member of NACo.

---

---

### **IMPACT**

---

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.

---

---

### **RESPONSIBILITIES**

---

Provide ongoing linkage to NACo for the NAVPLG membership.

Serve as NAVPLG point-of-contact for all NACo requests.

Support administrative and programmatic needs of NAVPLG's affiliation with NACo.

Lead NAVPLG involvement in updating and revising the *Volunteer Toolbox*.

Promote cross NAVPLG/NACo relationship via association(s) communications channels and related activities.

Liaise with NAVPLG president and NACo staff. Be an ally in support of NAVPLG's ongoing activities, future plans, and strategic opportunities.

Attend NACo conferences, trainings and other activities on behalf of NAVPLG when/where feasible and strategic.

Keep NAVPLG board and membership apprised on all NACo/NAVPLG activities.

---

### **DUTIES: NACo/NACo-RF (Research Foundation)**

---

*The NAVPLG NACo Representative shall engage in NACo/NACo-RF board member responsibilities as appropriate and in consultation with the NAVPLG President as does not conflict with their respective city/county government's code of ethics and/or any other personnel policies.*

Attend and participate in board, committee meetings and special events.

Learn about the organization's mission, services, policies and programs.

Review agenda and supporting materials prior to board/committee meetings.

Serve on committees and offer to take on special assignments.

Follow conflict of interest and confidentiality policies.

Review and understand the organization's finances outlined in the budget.

Inform others about the value of NACo membership.

Be an advocate for NACo's legislative agenda, member services, and programs.

---

### **REQUIREMENTS**

---

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)

---

## **QUALIFICATIONS**

---

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

---