

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

BOARD OF DIRECTORS

Specialty area – E-Newsletter Committee Chair

JOB DESCRIPTION

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

Duties and Responsibilities of E-Newsletter Committee Chair

The NAVPLG e-newsletter is a members-only benefit, offering timely news and information on issues and trends affecting local government volunteer managers. Members not only receive the newest e-newsletter to their inbox quarterly, but can also access archived e-newsletters at the NAVPLG website.

- Publish E-Newsletter, write, collect and edit articles from members and other sources
- Work with NAVPLG committees to learn about and share that information with the members
- Set objectives and strategies for each newsletter.
- Actively engage members in writing articles, sharing best practices and trainings.

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.