



## COMMITTEES ASSOCIATE SERVICE DESCRIPTION

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**TITLE:** COMMITTEES ASSOCIATE

**PAY CLASS:** UNPAID VOLUNTEER

**TERM OF COMMITTEES ASSOCIATE:** VARIABLE. Shall serve by invitation of the Board of Directors, Officers and/or Committee Chairs for the length of time determined by the defined goal.

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### POSITION REQUIREMENTS

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Must be a current dues paying member of the association.

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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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Responsible for assisting officers and/or committee chairs fulfill defined goals of determined projects, programs or events.

Regularly monitors the activities of the project, program or event as assigned by officers and/or committee chairs.

Understands and interprets the work of the association to other interested parties and organizations.

Participates in planning, monitoring, and evaluation of the project, program or event.

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## **DUTIES**

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Collaborates with officers and/or committee chairs to fulfill the requirements of the defined goals of the project, program or event.

Applies skills and expertise to effect positive change.

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## **REQUIREMENTS**

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Is dedicated to the work and mission of the association and its vision for the future.

Demonstrates interest in the goals and objectives of the association with a commitment to participate in all committee member meetings as defined by the officers and/or committee chairs and the objectives of the goals of the project, program or event, and engages 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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