

NATIONAL ASSOCIATION OF VOLUNTEER PROGRAMS IN LOCAL GOVERNMENT

PRESIDENT ELECT JOB DESCRIPTION

Term of Office: One 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.

Key Responsibilities:

- **Assist President:** Serve as acting president in absence of NAVPLG president. Act as an ex-officio member of each sub-committee. Assist president in providing leadership to reach goals and objectives.
- **Elections:** Provide leadership and coordinate with the NAVPLG nominating committee and the annual election process.
- **Education:** Education and Pre-conference Committee Chair will report to President Elect, together they will develop and implement an online education initiative.
- **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 along with other duties as assigned.

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.