

NATIONAL ASSOCIATION OF VOLUNTEER PROGRAMS IN LOCAL GOVERNMENT

PRESIDENT JOB DESCRIPTION

Term of Office: One year (from annual meeting through end of one subsequent annual meeting). The president becomes past-president after the term.

Key Responsibilities:

- **Function Duties:** Provide leadership to define and reach NAVPLG goals and objectives. Convene and direct discussion of issues via regular teleconference board meetings. Provide direction to encourage membership expansion, to expand education and training activities for membership and to enhance value of association. Represent NAVPLG to outside sources. Direct the Awards and Scholarship Committee. Write column in quarterly E-newsletter.
- **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.