

NAMSS
Volunteer Job Description

Position Title: Director at Large

Length of Commitment: Term of office is three years (January – December). May not be re-elected for a consecutive term as a Director at Large.

Time Involvement: Approximately 15 hours monthly/ 3- on site NAMSS Board meetings per year/5-8 conference calls per year/2-4 State Association meetings per year

Key Responsibilities:

As a NAMSS Board member:

1. Attend in person Board meetings to include the following:
 - a. January Board meeting
 - b. Spring Board meeting (April/May)
 - c. Fall Board meeting (held in conjunction with the Educational Conference and Exhibition)
2. Attend additional in person meetings to include:
 - a. State Leadership Conference (held in conjunction with winter or spring board meeting)
 - a. NAMSS Educational Conference and Exhibition
3. Serve as a role model and as an advocate:
 - a. for NAMSS by being knowledgeable about and supporting the mission and programs of the organization.
 - b. for the membership at large.
4. Assist the NAMSS Board in:
 - a. developing and executing annual and strategic plans.
 - b. carrying out its legal and fiduciary responsibilities, as needed.
 - c. oversight of the association management functions.
 - d. initiating formal and effective transition of office to incoming director at the end of term.
 - e. identifying new members or potential volunteers for NAMSS who can help further the mission
 - f. representing NAMSS as appropriate, e.g. serve as a speaker as assigned.
5. Support and promote decisions made by the NAMSS Board.
6. Review and approve the slate of nominees for Officers and Directors for NAMSS Board based on recommendation by the Nominating Committee.
7. Participate in a self assessment and evaluate the overall performance of the NAMSS Board on an annual basis.
8. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.
9. Responsibly review and act upon committee recommendations brought to the Board for action.
10. Uphold fiduciary duty to act in the best interest of NAMSS by putting the interests of NAMSS above personal interests.
11. Participate in annual quality assessment and evaluation of the overall performance of the management firm.
12. Agree to the Essential Requirements of Serving as a Volunteer Leader, as set forth in the Volunteer Leader Agreement:
 - a. Confidentiality of Sensitive Information;
 - b. Conflicts of Interest (Disclosure and Management);

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- c. Competition Against NAMSS' Programs, Products, or Mission, or Other Inappropriate Personal Gain; and
- d. Consequences of Violating Agreement.

As a Director at Large:

1. Serve as a liaison between the Board of Directors and state associations (4-5) as assigned to include the following responsibilities:
 - a. Enhance ongoing communication to and from the Board of Directors
 - b. Enhance support to state leaders and their state associations, act as a resource, and be available to assist members with conflicts or concerns at the state or local level.
 - c. Assist in orienting state leadership regarding their responsibilities to NAMSS.
 - d. Assist state leadership in fulfilling their responsibilities to NAMSS.
 - e. Encourage and motivate members to become active at the State and National levels.
 - f. Attend state association meetings as assigned to foster cohesiveness and promote the association (2-4 per year).
2. Directors may be appointed by the President to the Audit and Finance Committee, Ethics Committee and/or Nominating Committee.

Eligibility:

1. State President/President-Elects must complete their term in their respective state prior to assuming the duties of Board;
2. Must be an active NAMSS member in good standing for the past five years;
3. Must hold a current NAMSS certification (either CPMSM or CPCS);
4. Must have demonstrated experience on a NAMSS committee or state association board within the past five years;
5. Must sign and adhere to the NAMSS Volunteer Leader Agreement;
6. Must demonstrate a proven track record evidenced through input/recommendations from current supervisor or higher and two (2) peer references (suggested references include current or past NAMSS committee member and/or chair, current or past State Board member or committee chair, professional colleague, counselor or consultant), that address the following:
 - a. Professional character and ethics
 - b. Responsibility through commitment to and completion of assignments
 - c. Openness to other's viewpoints
 - d. Responsiveness
 - e. Ability to lead and cultivate other's skills
 - f. Good written and verbal communication skills
 - g. Ability to work well with others

Additional Requirements:

1. Support from employer if applicable.
2. Commitment to advance the mission of NAMSS.
3. Ability to make the necessary time commitment.

Training:

- Board Orientation
- Leadership training as appropriate
- Specific task orientation as needed

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Amended Date	Volunteer Development Review Date	Board Approval Date
		10/10/2008
1/14/2011 4/25/2013		1/21/2011