

DEPUTY DIRECTOR

The Deputy Director will play a critical role in helping the National Association for Interpretation achieve its vision, mission and goals by delivering exceptional member services and professional development. The Deputy Director is a voting officer. S/he will be accountable to community Director. The Deputy Director is responsible for overseeing the planning process for the Regional Interpreter's Workshop. This position will be instrumental in ensuring consistent and effective internal processes and communications in order to strengthen NAIs non-profit programs and position the organization for continued success.

TERM

This volunteer position is elected for a three-year term, but no more than two consecutive terms, by the community's general membership.

QUALIFICATIONS

- ⊄ Is a current member of NAI and has been for at least 5 years
- ⊄ Has participated in at least one Regional, as well as an additional Regional, National or International Conference.
- ⊄ Served on Regional Workshop Planning Committee as a chair/co-chair OR as a chair on a sub-committee (programs, mobiles, registration, etc.) AND as a chair on the board

EXPECTATION

- Able to attend GLR4 Regional Meetings (2 in person: January Board Mtg; spring meeting at RIW, 3 via phone)
- Knowledge of budgetary process in regards to regional workshop.
- Act as liason with National Office to get RIW contracts approved
- Attend at least one Regional Workshop Planning meeting
- Communicate regularly with the RIW committee and facilitate communication with the National office on a regular basis.
- Able and willing to cover expenses related to travel for meetings not covered by NAI. Reimbursement for personal vehicle travel and lodging, if necessary, to one annual board meeting as well as one meeting with the each years RIW planning committee

TIME COMMITMENT

- 1-2 hours per week averaged annually. Increased commitments prior to the board meetings, business meetings, and regional workshops.