

## DIRECTOR

Community Director plays 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 Director is a voting member. The Director is responsible for all section operations via its leadership team. S/he is accountable to NAIs National Board via the Advisory Council. This position is instrumental in ensuring consistent and effective internal processes and communications in order to strengthen NAIs non-profit programs and position the organizational 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 served one term as a committee chair OR as a member of the Executive Board for an NAI community
- Has participated in at least one Regional, as well as an additional Regional, National or International Conference.

## EXPECTATIONS

- Able to conduct GLR4 Regional Meetings (3 in person: January Board Mtg; spring meeting at RIW, fall meeting at National Conference, 3 via phone)
- Able to attend NAI Advisory Council Meeting at National Conference (transportation & lodging paid for by GLR4)
- If elected as AC officer attend 2 National Board Meetings National Conference (paid for by GLR4) and the summer Board Meeting (paid for by National)
- Attend one National Board Meeting at National Conference (not mandatory but highly suggested)
- Has working knowledge of budgetary process
- Proficient use of technology as a management reporting tool for record keeping and communication
- Will cover expenses related to travel for meetings not covered by NAI

## TIME COMMITMENT

- 1-2 hours per week averaged annually. Increased commitments occur around regional and national workshops, business meetings, and board meetings.

## Yearly Calendar

### General

- Schedule quarterly meetings for all Executive Committee and Committee Chairs
- Attend all Advisory Council Meetings
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- January
- February
  - Complete CORE SERVICES REPORT. Covers activities of the previous calendar year (Jan-Feb) Template provided by Advisory Council. Services provided should be a reflection of NAI's National Strategic Plan **DUE MARCH 1**
  - Complete and approve BUDGET. Needs to be a ZERO budget. Committees should submit requests for monies as well as give an estimate of monies to be brought in. Budget must be voted on by GLR4 Executive Committee. **DUE MARCH 1**
- March
  - **Submit CORE SERVICES and BUDGET to Advisory Council MARCH 1**
- April
- May
- June
- July
- August
- September
- October
- November
- December
  - Plan Annual Meeting at Pokagon State Park OR virtually
    - Contact Pokagon Naturalist to Reserve Nature Center Meeting Room.
      - Odd Years: Thursday-- Executive Board; Friday-- Exec, Committee Chairs, Invited Guests
      - Even Years: Operational Planning: Wednesday—Executive Board; Thursday—Operational plan with Exec, Committee Chairs & Invited Guests; Friday—Exec, Committee Chairs, Invited Guests
    - All rooms are comped through GLR4 Budget NOT National
      - Method of Payment: pay personally get reimbursed OR check if NAI card is available and have national pay.
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