

Minimum officer qualifications for NAI Region 4

Director

- 1 Has completed at least one term as Deputy Director of a Region or Section.
- 2 Has completed one term as active chair of any NAI Region 4 committee .
- 3 Has attended and participated in four entire Regional Workshops within the last five years.
- 4 Recommended: attended two entire National (or International) Workshops within the last five years.
- 5 Able and willing (time) to attend all NAI Regional Leadership Council Meetings and, if elected as regional leadership council representative to attend all NAI National Board Meetings.
- 6 Able to attend and conduct business meetings at regional and national workshops during his/her term.
- 7 Personal or employer financial support to fund any travel or other expenses not covered by NAI. (Note: NAI Region 4 covers flight and lodging costs to national board meetings. NAI Region 4 also covers mileage costs for personal vehicles if necessary to regional board meetings. NAI Region/Section Directors receive a discounted registration rate to the NIW, which is not paid by Region 4. Lodging and other expenses during the entire national workshop are not paid by NAI Region 4.)
- 8 Supervisory experience and ability to guide all officers and committee chairs in their duties.
- 9 Has a working knowledge of budgetary processes.

Time Commitment: Week: 1-2 hrs/week overall average annually

Other notes: Increases at deadline times for newsletter (December, March, June, September) to 2-4 hours/week. Also increases in the month prior to regional(March-April) and national(late October-early November) workshops and regional(December-early January) and national board meetings(June and early November) to 2-4 hours week.

Deputy Director

- 1 Completed a minimum of one term as active chair of any NAI Region 4 committee
- 2 Served on one Regional Workshop Planning Committee workshop chair/cochair, OR as chair of one subcommittee (Ie registration, mobile workshops, program, etc.).
- 3 Attended and participated in four entire Regional Workshops within the last six years.
- 4 Recommended: Attended two entire National (or International) Workshops within the last five years.
- 5 Able (time) and willing to attend all NAI Region 4 Board and Business Meetings.
- 6 Personal or employer financial support to fund any travel or other expenses not covered by NAI.
- 7 Has working knowledge of budgets and is able to create them for the regional workshops.
- 8 Ability to work with Microsoft WORD software in updating of the regional procedures manual.

9 Has an interest in becoming Director in due time.

Time commitment: Week: 1-2 hrs/week overall average annually. Increases in the month prior to regional board meetings(Dec.-early Jan) and business meetings at regional (March-April)and national workshops(Late Oct.-Nov.) 2-4 hours/week Some increase during RIW planning budget and program in fall 2 -3 hours/week. *Should attend at least one RIW committee planning meeting .*

Secretary

- 1 Able (time) and willing to attend all NAI Region 4 Board and Business Meetings.
- 2 Personal or employer financial support to fund any travel or other expenses not covered by NAI.
- 3 Has and is able to use e-mail, internet, and a current suite of relevant computer software with special deftness with word processing software. (Word, Excel).
- 4 Able to listen, take notes, and write concise minutes in an accepted style.
- 5 Able to fulfill the duties of the office with minimal supervision
- 6 Able to write clearly, correctly, and concisely.
- 7 Able to fulfill the duties of the office with minimal supervision.

Time Commitment: January - Board meeting - depends on driving time, plus pre-meeting, board meeting, post meeting. Write up minutes, send to Chair for review, and revise for all meetings - 3 hours updating committees 1-2 hours

Regional Workshop-Take minutes, write, revise -1-2 hours Approval of Board minutes, make any changes to previous minutes -1 hour Update chronology of motions and motions by topic - 1-2 hours

InterpNews: 4 times annually, solicit information, remind everyone, collate submission into usable form, send to Paul Caputo -3 hours each time

Conference calls: Take notes, write minutes, approval of previous minutes, update motions, etc. 3-4 hours each NIW business meeting Take notes, write minutes, approval of previous minutes, update motions, etc. 3-4 hours

December: Gather Committee Reports for year and Action plans for next year, Combine reports, standardize formats, fonts. etc. and send to Board. 3-4 hours.

On-going: Changes to committees, Board communications, e-mails, discussions over policies, etc.1 hour/ month

Treasurer

- 1 Able (time) and willing to attend all NAI Region 4 Board and Business Meetings.
- 2 Personal or employer financial support to fund any travel or other expenses not covered by NAI.
- 3 Has and is able to use e-mail, internet, and a current suite of relevant computer software with advanced capability in spreadsheet software.
- 4 Familiar with budget planning and basic accounting principles, and able to create and interpret the particular kind of budget used by Region 4 and the National Office.
- 5 Can demonstrate past history of effective budget/financial management and willing/able to be bonded.
- 6 Able to fulfill the duties of the office with minimal supervision.

Time commitment:

Late Winter/Early spring(pre- RIW) 4-6 hours/wk

Pre January board meeting 8-10 hours (preparing budget)

Other times of the year 1-2 hrs per wk

Duties: Write short article for 4 issues of Fourthought

Prepare budget report for RIW And NIW meetings

Process payments and deposits

RIW auction- Money (making change) , deposits, payments At Auction