

SECRETARY

The community secretary 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 Secretary is a voting officer. 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

- Has been a member of NAI for at least 3 years.
- Has participated in a committee as a member for at least 3 years OR chair of an organization of similar size and scope as GLR4 for at least 3 years.
- Is able to use appropriate software and technology to facilitate clear, timely communication amongst the board, committees and membership.
- Is able to write clearly, correctly, and concisely and keep up with the pace of conversation during meetings.

EXPECTATIONS

- Able attend GLR4 Regional Meetings (2 in person: January Board Mtg; spring meeting a RIW, 3 via phone)
- Takes and shares minutes of each meeting accurately and in a timely manner.
- 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.

TIME COMMITMENT

- 1-4 hours per month with greater commitments during the RIW or during board meetings.