

NSA Oregon

Board Position Descriptions

as of February 2020

All board members:

- Follow Chapter bylaws, policies and procedures
 - Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
 - Represent the chapter to members and potential members at Chapter and other events, meetings, and in the community
 - Attend and participate in all board meetings and programs
 - Commit to being part of a truly working board
 - Serve for two year. May be re-elected for another two-year term then must take a one year break from the board.
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President

Term of Office: One year (*this is the second year of a three-year commitment which includes serving as president-elect, president, and immediate past president*).

Qualifications:

- Served previous year as Chapter President-Elect

Expectations and Responsibilities:

- Manages the board including but not limited to: on-boarding, facilitating meetings, developing the board, and managing conflicts
 - Oversee the contracted staff and office
 - Ensure decisions and strategic goals/plans are implemented
 - Ensure that all committees or other volunteers have the support they need to be successful
 - Act as Chapter liaison and representative to National NSA and partner organizations
 - Attends the National NSA annual conference
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President-Elect

Term of Office: One year (*this is the first year of a three-year commitment which includes serving as president-elect, president, and immediate past president*).

Qualifications:

- 2 years of active participation in NSA Oregon or other NSA chapter
- Served on the NSA Oregon Board for at least 1 year in the past 2 years

Expectations and Responsibilities:

- Attend and participate in all Board and other meetings as called by the President
- Participates in board management including onboarding, agenda development, and board development
- Serves as the chair of the Nominating Committee
- Assumes the duties of the President in the President's absence
- Develops plans and strategy for the following year
- Ensure that all committees or other volunteers have the support they need to be successful
- Attends the National NSA Annual Conference and the Chapter Leadership Conference

Past President

Term of Office: One year (*this is the third year of a three-year commitment which includes serving as president-elect, president, and immediate past president*).

Qualifications:

- Serve as President the previous board year

Expectations and Responsibilities:

- Attend and participate in all Board and other meetings as called by the President
 - Participates in board management including onboarding and board development
 - Acts as a mentor to the President and President-Elect
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Secretary

Qualifications:

- 1-year active participation in NSA Oregon or other NSA Chapter
- Demonstrate excellent communication, writing and decision-making skills
- Prefer candidate with demonstrable skills in project management and writing

Expectations and Responsibilities:

- Prepare board meeting agenda with template with input from the President, sends agenda and all handouts to office for dissemination to board at least a week before the board meeting
 - Take board meeting minutes with provided template and disseminates to board
 - Assist the President in managing board meetings including logistics and adhering to agenda schedule
 - Ensure that all chapter records and forms are maintained with the assistance of the Chapter office
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Treasurer

Qualifications:

- 1-year active participation in NSA Oregon or other NSA Chapter
- Demonstrate excellent communication, writing and decision-making skills
- Prefer candidate with demonstrable skills in finance and budget development

Expectations and Responsibilities:

- Oversees budget development, works with committee on line items
 - Provides financial report at board meetings
 - Analyzes monthly financial reports and provides analysis to the board ahead of a board meeting
 - Acts as Chapter signatory, safeguards Chapter's financial assets, and file financial reports with National NSA with assistance of the Chapter Office
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Director, Membership

Qualifications:

- 1-year active participation in NSA Oregon or another NSA Chapter
- Demonstrates excellent communication, writing and decision-making skills
- Prefer candidate with previous experience in membership or volunteer management

Expectations and Responsibilities:

- Reviews membership lists for both National and Oregon chapter members on a regular basis.
- Contacts members on a regular basis to determine interest in the Chapter and how the Chapter can best serve them, including any phone calls, emails, surveys, etc to determine value
- Report at every board meeting about membership issues and at every program about membership

Director, Event Series

Qualifications:

- 1-year active participation in NSA Oregon or another NSA Chapter
- Demonstrates excellent communication, writing and decision-making skills
- Prefer candidate with a good understanding of event management and good connections in the speaking industry

Expectations and Responsibilities:

- Develop a calendar for the 8 monthly chapter programs (Sep, Oct, Nov, Jan, Feb, Mar, Apr, May) of relevant topics and speakers
 - Oversees program committee responsible for all details related to programming, including location, transportation, speaker logistics, and more.
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Dean, Speaker Academy

Qualifications:

- 1-year active participation in NSA Oregon or another NSA Chapter
- Demonstrates excellent communication, writing and decision-making skills
- Prefer candidate with a good understanding of event management and good connections in the speaking industry

Expectations and Responsibilities:

- Develop a calendar for the full calendar of Speaker Academy and act as facilitator as each session.
 - Oversees program committee responsible for all details related to programming, including location, transportation, speaker logistics, and more.
 - Keeps board and office apprised of details related to marketing of the Speaker Academy.
 - Develops marketing workshops to let the public know about Speaker Academy, including two Get Paid to Speak workshops.
 - Works with associate dean so they can assume the role of Dean in future years
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Member(s) at Large

Qualifications:

- 1-year active participation in NSA Oregon or another NSA Chapter
- Demonstrates excellent communication, writing and decision-making skills
- Prefer candidate with experience in volunteer management

Expectations and Responsibilities:

- Be willing to serve a particular function, such as Benefactor Liaison, Membership support, Program Support, etc.