



Position Descriptions

Director

The Regional 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. This position will be instrumental in ensuring consistent and effective internal processes and communications in order to strengthen NAI's nonprofit programs and position the organization for continued success.

Term

This volunteer position is elected for a three-year term by the region's general membership.

Duties

- Create and implement strategic and operational plans for the region's continued growth and development.
- Ensure region activities are aligned with NAI's vision, mission and goals and in-compliance with its bylaws, operation manuals, and guidelines.
- Manage and control regional expenditure within agreed budgets by reviewing quarterly and year-end finance reports
- Attend and lead the annual region meeting, scheduled during the National Workshop.
- Attend Advisory Council meetings and represent the region's member interests.
- Maintain awareness and knowledge of Advisory Council policies/procedures and provide suitable interpretation to the OU leadership team and its general members.
- Collaborates with leadership to provide networking opportunities, trainings/workshops, and communications between our members.

Time Obligations

Varies depending on the time of year, activities, and any additional roles of committees assumed. Estimated average time is 5-10 hours per month.

Minimum Requirements



- Must be a current NAI member

Preferred Qualifications

- Excellent communication skills, both verbal and written.
- Knowledge of and ability to use a variety of software, such as the Microsoft Office Suite and Google Drive.
- Ability to manage paper and electronic files.

Deputy Director



The Regional Deputy 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. This position will be instrumental in ensuring consistent and effective internal processes and communications in order to strengthen NAI's nonprofit programs and position the organization for continued success. The Deputy Director supports the work of the regional Director in achieving these aims.

Term

This volunteer position is elected for a three-year term by the region's general membership.

Duties

- Support the creation and implementation of strategic and operational plans for the region's continued growth and development.
- Support regional activities and ensure that these activities are aligned with NAI's vision, mission and goals and in-compliance with its bylaws, operation manuals, and guidelines.
- Attend and coordinate the Annual Regional Workshop.
- Attend Advisory Council meetings if the Director cannot fulfill this commitment and represent the region's member interests.
- Collaborates with leadership to provide networking opportunities, trainings/workshops, and communications between our members.

Time Obligations

Varies depending on the time of year, activities, and any additional roles of committees assumed. Estimated average time is 5-10 hours per month.

Minimum Requirements

- Must be a current NAI member

Preferred Qualifications

- Excellent communication skills, both verbal and written.
- Knowledge of and ability to use a variety of software, such as the Microsoft Office Suite and Google Drive.



- Ability to manage paper and electronic files.

Treasurer



The Treasurer 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. This position will be instrumental in ensuring consistent and effective internal processes and communications in order to strengthen NAI's nonprofit programs and position the organization for continued success. The Treasurer is responsible for reviewing and updating annual budgets and providing financial oversight for the region.

Term

This volunteer position is elected for a three-year term by the section's general membership.

Duties

- Guide the leadership team to develop, prepare and approve the section's annual budget.
- Compare the actual revenues and expenses incurred against the budget for each quarter.
- Ensure the region remains in compliance with NAI's financial policies and guidelines.
- Approve and complete section transactions, as well as required financial reporting forms in a timely fashion.
- Keep the Leadership Team regularly informed of key financial events, trends and concerns.
- Collaborates with leadership to provide networking opportunities, trainings/workshops, and communications between our members.

Time Obligations

Varies depending on the time of year, activities, and any additional roles of committees assumed. Estimated average time is 5-10 hours per month.

Minimum Requirements

- Must be a current NAI member



Preferred Qualifications

- Excellent communication skills, both verbal and written.
- Knowledge of and ability to use a variety of software, such as the Microsoft Office Suite and Google Drive.
- Ability to manage paper and electronic files.
- Keen financial understanding and experience developing and balancing budgets.

Secretary



The Secretary 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. This position will be instrumental in ensuring consistent and effective internal processes and communications in order to strengthen NAI's nonprofit programs and position the organization for continued success. The Secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are stored and readily accessible for leadership and/or members. The secretary position responsibilities include regional communications and maintenance of external facing platforms.

Term

This volunteer position is elected for a three-year term by the section's general membership.

Duties

- Maintain records for the regional leadership team.
- Maintain website and external facing platforms.
- Write and curate quarterly newsletters and other communication platforms.
- Collaborates with leadership to provide networking opportunities, trainings/workshops, and communications between our members.

Time Obligations

Varies depending on the time of year, activities, and any additional roles of committees assumed. Estimated average time is 5-10 hours per month.

Minimum Requirements

- Must be a current NAI member

Preferred Qualifications

- Excellent communication skills, both verbal and written.
- Knowledge of and ability to use a variety of software, such as the Microsoft Office Suite and Google Drive.
- Ability to manage paper and electronic files.



Other leadership positions may include:

- Communications Committee Chair (Social Media & Newsletter Editor)
- Scholarship Committee Chair
- Regional Annual Workshop Committee Chair

Chain of Command



The chain of command for officers is listed below. When one officer is not available for a meeting or has resigned; then the task rotates to the following officer. The Director may appoint until the next election members to the Executive Board to fill vacancies created by the departure of an officer. If the Director's position is vacated, the sequence of succession shall be Deputy Director, Secretary, and Treasurer

Running for Officer Position

Nominate yourself or another member!

You need to submit the following 3 items:

- A short biography (under 150 words)
- A position statement (what you bring to the table, also under 150 words)
- A jpeg headshot of yourself.

Send nominations to: