

Governance Secretary Position Description

Qualifications

The following qualifications are evaluated by the Elections Committee to develop a slate of at least two (2) candidates for the Governance Secretary position:

- Be an NAGC member in good standing for a minimum of 3 years (can be non-consecutive).
- NAGC convention attendance (minimum of 3 conventions, can be non-consecutive)
- Demonstrate a history of active participation in and support of NAGC over at least 3 years, demonstrated by engagement in a combination of activities such as:
 - NAGC event attendance (online conference, webinars, town halls, etc.)
 - Presentation at NAGC, online conferences, webinars, etc.
 - NAGC volunteer participation (committee, task force, working group, network, micro volunteer opportunities)
 - Authorship for NAGC publications (Blog, PHP, THP, GCQ, etc.)
 - Peer reviewer (convention, virtual conferences, publications)
- Demonstrate leadership experience (creating/influencing change at the local, community, state and/or national level through formal and/or informal capacities)

In addition to the qualifications for all members of the Board of Directors, candidates for Officer positions, including Governance Secretary, must also have served a full three-year term as an elected member of the Board within the last ten years.

The Election Committee will also judge candidates for re-election to the board on:

- Accomplishments for the organization,
- Evidence of meeting deadlines, and
- Responsiveness to communications regarding board issues (e.g. voting, program feedback).

General Responsibilities

As a Board Member

- Participate in the development and annual monitoring of NAGC's strategic plan;
- Exercise fiduciary responsibility for the fiscal health of the organization;
- Attend four (4) NAGC Board meetings per year; one in early fall, one at the annual convention each November, the third scheduled in March, and the final held virtually in July. Expenses for Board meetings are eligible for some reimbursement upon presentation of original receipts;
- Serve on at least one Board Committee at the request of the President;

- Represent the best interests of the organization on all issues raised in Board meetings, based on careful analysis of agendas and supporting material;
- Know and uphold the regulations, policies, and procedures of the organization;
- Represent NAGC positions to individuals and groups with whom the Board member interacts (e.g. open doors to potential donors, make visits, or identify key alliance partners);
- Adhere to conflict of interest policy of NAGC;
- Agree to refrain from simultaneous service on Organizational Committees for the duration of the term of office;
- Make an annual cash or in-kind contribution to NAGC during the term of office;
- Make up to two (2) presentations each year to relevant groups on behalf of the organization as part of the Expert Speakers Program (ESP); and,
- Recruit new members for the organization.

As Governance Secretary

- Serve as the chair of the Governance Committee,
- Review and identify the policy needs of the Association and work with various stakeholders to develop policy,
- Review and make recommendations to the Board of Directors regarding proposed changes to existing policy and/or regulations and the creation of new policy, and
- Monitor the success of the Board itself and conduct a board self-assessment periodically.

Additional Details

Tenure and Restrictions of Office: Successful candidates for the Board of Directors Governance Secretary serve for two (2) years, beginning on September 1 of the year elected. Non-officer directors who have served two terms on the Board of Directors may run again for the Board after a period of at least four years off the Board. Individuals are limited to three non-officer terms on the Board. Past presidents of NAGC may not run for the Board again at the conclusion of their term of office. Board members may not serve simultaneously on organization committees or leadership positions for any NAGC Networks, including chair or chair-elect.

Number of Positions: There is one (1) Governance Secretary board position elected every two (2) years.