



SECRETARY

Position Type and Term

- Elected by NOVAA membership.
- One year term with reappointment possible.
- Monthly board meetings (2 hours) plus approximately 20 hours per month.

Goal

Position NOVAA as a leader in providing training and professional development opportunities to the volunteer engagement community through creating and maintaining consistent, quality systems of communication and accountability.

Duties and Responsibilities

Meeting Prep and Notes

- Prepare for Leadership & Board meetings by scheduling, drafting consent agenda, and sending committee report reminders.
- Take minutes at Leadership & Board meetings.

Post-Meeting Follow-up

- Provide task reminders for board members and manage virtual voting, as needed.

Manage File Archives

- Manage website File Archives to ensure consistent naming and categorizing of reports and documents.

Membership Communication

- Field and answer emails and communicate with other chairs to provide member support

Internal Support to Board Chairs

- Support Fiscal Officer with budgeting, reporting, and payments as needed.
- Provide additional logistical support to board members based on need and capacity.

To apply for the 2022/2023 NOVAA board, please fill out our online application, starting April 10, 2022:

<https://forms.gle/gAKouZhsmc8C67TR7>

Applications due by Monday, May 2, 2022.

Contact Board Development Chair Sarah Delepine at SarahDelepine22@gmail.com with any questions.