NAAP Leadership Team

Qualifications:

1. Has been an active NAAP member for at least two (2) years before selection.
2. Have leadership and organizational skills, experience, and a commitment to the organization's mission.
3. Have a basic understanding of national standards and regulatory compliance.
4. Uphold the highest ethical standards and act in the best interest of NAAP.
5. Work effectively with other team members, including communicating clearly, actively listening, and constructively addressing conflicts.
6. Have moderate computer skills, a basic understanding of Google Drive, and access to email at home.
7. Willing to serve a 2-year term, with the potential to extend for one additional term. Term is from January - December.

Function:

1. Promote NAAP membership and build relationships with members.
2. Provide Oversight of the NAAP Executive Team.
3. Approve the overall annual budget.
4. Oversee how resources are used to achieve the organization's goals.
5. Ensure the organization operates within legal and ethical guidelines.
6. Establish fund-raising efforts for sponsorships.

General Duties:

1. Attend Leadership Team quarterly meetings virtually.
2. Respond to all e-mails promptly.

3. Vote on all issues needed on time.
4. Annually review and, if necessary, revise the Position Description, Policies and Procedures, forms, and lists related to this position.
5. During open selection, submit names of possible candidates to the Association Director.

Specific Duties:

1. Review monthly Executive Team accountability reports and inquire as needed.
2. Review Executive Team contracts and renewal of services annually, and work in tandem with the Financial Director for stipends.
3. Provide any regional or state conference information to the Development Director.
4. Attend state conferences and workshops within the region as appropriate and serve as a vendor as needed or requested by the Development Director.
5. Attend and participate at the NAAP Annual Conference, if able.