



## ***Council Job Description*** ***Navy League of the United States***

### ***Council President***

**Position Responsibilities.** The Council President shall:

- Coordinate agendas for Board of Directors meetings
- Preside over business meetings of the council and its Board of Directors
- Submit a written report prior to each Board of Directors meeting
- Prepare the Council Annual Report and submit it to the Region President, Area President and National Headquarters by March 1<sup>st</sup> annually
- Mentor the Executive Vice President/First Vice President, who is the Council President Elect
- Keep the membership informed of programs and information pertinent to them through various means of communications – newsletter, email, telephone, website, business meetings
- Keep abreast of changes within the Navy League through attendance at Area, Region and National meetings
- Facilitate the Annual Leadership Retreat/Strategic Planning Session
- Define and monitor the goals and objectives of the council
- Write a “President’s Message” article for each edition of the council newsletter
- Uphold the Navy League’s policies and procedures
- Appoint all standing committees and designate their chairs, in consultation with the Board of Directors
- Serve in an advisory capacity to all committees
- Serve on the ad hoc committee to prepare the council’s annual budget
- In support of strategic initiatives, assign charges to committees
- Represent the council with outside organizations and the media
- Miss no more than one Board of Directors meeting annually

**Abstract.** The primary responsibility of the Council President is to integrate the Navy League mission into the council goals and objectives, then monitor progress towards goal attainment. The Council President keeps current with all new information and policies within the Navy League and coordinates the dissemination of this information to pertinent members. The Council President and the Immediate Past President should serve as the primary spokespersons (points of contact) for the council. During meetings, the Council President should initiate discussion about Navy League organizational improvements and encourage other leaders to share ideas that have been successfully implemented. The Council President should have the ability to conduct meetings, formulate ideas, consummate plans, and delegate responsibility. S/he should be able to communicate effectively on all levels and seize any opportunity to positively represent the Navy League at meetings or social functions. The Council President is also responsible for upholding the Navy League’s policies and procedures and for handling problems among council members. In order to keep the lines of communication open, the Council President should be available to other officers and members by phone, email and at meetings. S/he should return Navy League related phone calls and emails in a timely manner. The Council President should also prepare the Council Annual Report to summarize the year’s activities during his/her term of office. The Council President is authorized access to the Online Community Membership Reports.

**Requirements.** The Council President position requires 10-20 hours per month. Requirements include previous experience with volunteer Board of Directors (recommended) and skill in leadership, facilitation, communications, presentations, team-building, goal setting, project management, delegation, meeting management and multi-tasking. Personal qualities needed are dedication, innovation, diplomacy and tact. Personal Computer skills are a necessity for communications with members and the Board.



## ***Council Job Description*** ***Navy League of the United States***

### ***Council President Elect***

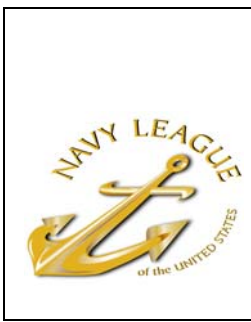
#### ***Executive Vice President/First Vice President***

**Position Responsibilities.** The Council President Elect shall:

- Succeed to the office of Council President at the expiration of the Council President's term, or earlier if the office becomes vacant for any reason
- Submit a written report prior to each Board of Directors meeting
- Provide a written report two weeks prior to the annual meeting describing the activities and accomplishments of the office and recommendations for the next year
- Identify and recruit new potential leaders
- Chair the ad hoc committee planning the Annual Leadership Retreat/Strategic Planning Session
- Chair the ad hoc committee to prepare the council's annual budget
- In the absence of the Council President, assume the duties of the Council President
- Serve as the Board of Directors advisor to assigned committees
- Attend all Board of Directors meetings
- Attend the Annual Leadership Retreat/Strategic Planning Session
- Attend Area and Region meetings

**Abstract.** The Council President Elect is a full voting member of the Board of Directors and advises various committees, as assigned. S/he also chairs the ad hoc committees for planning and budget preparation. This office is designed to facilitate a smooth transition of leadership for the council. The Council President Elect should work closely with the current Council President on every endeavor to learn all duties of the presidency. Therefore, this office is primarily a learning experience. However, the Council President Elect will assume the duties of the Council President in the event of an absence or vacancy. A qualified candidate for this office needs to possess the same skills and experience requested of the Council President. The Council President Elect may also be asked to perform additional duties at the request of the Council President and/or the Board of Directors. The Council President Elect should prepare a final annual report of his/her activities while in the office and include recommendations for the following year.

**Requirements.** The Council President Elect position requires 10-12 hours per month. Requirements include previous experience with volunteer Board of Directors (recommended) and skill in leadership, facilitation, communications, team-building, goal setting, project management, delegation, meeting management and multi-tasking. Personal qualities needed are dedication, innovation, diplomacy and tact. Personal Computer skills are a necessity for communications with members and the Board.



## ***Council Job Description*** ***Navy League of the United States***

### ***Council Vice Presidents***

**Position Responsibilities.** Council Vice Presidents manage multiple committees, generally organized by function (e.g. Administration). The functional duties of each Council Vice President are defined by the council's organization. The general responsibilities of a Council Vice President are:

- Submit a written report prior to each Board of Directors meeting detailing activities of assigned committees
- Write an article for each issue of the council newsletter
- Provide a written report two weeks prior to the annual meeting describing the activities and accomplishments of the office and recommendations for the next year
- Coordinate the annual submission of council awards information for assigned committees
- Coordinate the Board of Directors' activities/interactions with assigned committees
- Provide liaison with National Headquarters functional Directors for their function
- Anticipate and inform the Council President and the Board of Directors of any changes affecting his/her function and suggest ways of dealing with those changes
- Identify, recruit, train and cultivate new volunteers and mentor potential leaders
- Serve as the Board of Directors advisor to assigned committees
- Miss no more than one Board of Directors meeting annually
- Attend the Annual Leadership Retreat/Strategic Planning Session

**Abstract.** The Council Vice President's primary responsibility is to assist the Council President by managing the function assigned. Examples of functions that may be assigned to a Council Vice President are Administration, Education and Operations. Committees are created within a function based upon the capabilities and interests of the council's membership. Council Vice Presidents may serve as the chair of major committees. The Council Vice President position is the training ground for future Council Presidents. Therefore, s/he should become knowledgeable of the duties and responsibilities of the Council President, thus serving two purposes. First, to better assist the Council President in fulfilling his/her duties; second to take over duties and responsibilities in case of an absence or incapacity of the Council President. This officer may be asked to assume additional responsibilities, as assigned by the Council President or the Board of Directors. The Council Vice President should also seek out and cultivate new leadership for the council. Like the Council President, this officer should seek opportunities to represent the Navy League in a positive manner at professional and social functions. The Council Vice President should also prepare a final report of the year's activities of the office which includes recommendations for the following year.

**Requirements.** The Council Vice President position requires 3-10 hours per month. Requirements include previous experience with volunteer Board of Directors (recommended) and skill in leadership, facilitation, communications, team-building, project management, delegation, meeting management and multi-tasking. Personal qualities needed are dedication, innovation, diplomacy and tact. Personal Computer skills are recommended for communications with members and the Board.



## ***Council Job Description*** ***Navy League of the United States***

### ***Council Immediate Past President***

**Position Responsibilities.** The Council Immediate Past President shall:

- Identify, recruit and cultivate new volunteer leadership for the council
- Help mentor the Council President and Council President Elect
- Act as principal advisor and resource to the Board of Directors
- Submit a written report two weeks prior to the annual meeting describing the activities and accomplishments of the office and recommendations for the next year.
- Chair the ad hoc council nominating committee annually
- Conduct the annual election of officers and Board members
- Represent the council with outside organizations and the media
- Run for National Director or Area President, if interested
- Attend the Annual Leadership Retreat/Strategic Planning Session
- Act as liaison to the Area President and Region President
- Miss no more than one Board of Directors meeting annually

**Abstract.** The Council Immediate Past President serves as a voting member of the Board of Directors. S/he will also serve in an advisory capacity on various committees and perform such duties as may be delegated by the Council President and/or Board of Directors. The Council Immediate Past President brings a depth of experience to the council that newer members can draw upon for strength, stability and knowledge. S/he should always seek ways to mentor other Board members, especially the Council President and Council President Elect. This officer should also be committed to the identification, recruitment and cultivation of new leadership for the council, serving as Chair of the annual nominating committee. Any opportunity to represent the Navy League at functions should be carried out. This officer should consider running for National Director or Area President. The Council Immediate Past President prepares a written report annually describing the activities of the office and includes recommendations for the following year.

**Requirements.** The Council Immediate Past President position requires 3-8 hours per month. Requirements include prior service as Council President and skill in facilitation, communications and presentations. Personal qualities needed are diplomacy and tact.



## ***Council Job Description*** ***Navy League of the United States***

### ***Council Treasurer***

**Position Responsibilities.** The Council Treasurer shall:

- Maintain accurate records of the financial status of the council
- Verify accurate accounting of dues rebates from National
- Deposit all money received by the council in the designated council account (operating funds, restricted funds, endowment funds, scholarship funds)
- Pay all bills approved by the Council Board of Directors, obtaining and recording all receipts for payments made
- Provide investment strategies and seek advice for balancing risk and return as appropriate for each council account
- Obtain co-signatures on checks for payments in excess of \$ \_\_\_\_\_
- Review the financial records of previous years before drafting an annual budget to submit to the ad hoc financial advisory committee preparing the annual budget
- Assist the Audit Committee in the performance of the annual financial audit and the financial audit upon departure from office, if necessary
- Prepare tax returns (US and state), if required and submit on time
- Submit a monthly written financial report prior to each Board of Directors meeting
- Submit an annual financial report two weeks prior to the annual meeting for inclusion in the Council Annual Report
- Coordinate the collection of council annual dues from all members and make sure that delinquent membership dues and special assessments are collected
- Submit an analysis of the council's financial condition for each edition of the council newsletter and provide quarterly financial statements for publication in the council's newsletter
- Serve on the ad hoc financial advisory committee to prepare the annual budget
- Attend the Annual Leadership Retreat/Strategic Planning Session
- Miss no more than one Board of Directors meeting annually

**Abstract.** The primary responsibility of the Council Treasurer is stewardship of the council's funds. The Council Treasurer recommends fiscal policies to the Board of Directors and directs the implementation of approved policies. S/he prepares a budget proposal for the Board of Directors annually, which serves as a guide for expenditure decisions for the council. S/he monitors the disbursement of funds related to specific budgeted uses throughout the year and makes recommendations for adjustments needed to maintain a balanced budget. A written financial report should be presented to the Board of Directors for each Board meeting. In addition, an annual fiscal report should be presented to the Board and the membership at the annual meeting, and be included in the Council Annual Report. The Council Treasurer should recognize the need for non-dues income and propose specific projects to the Board of Directors for generating new sources of income. This officer must be a detail-oriented person and possess exceptional organizational skills. S/he may have other duties assigned by the Council President and/or the Board of Directors. The Council Treasurer prepares a written report annually describing the activities of the office and includes recommendations for the following year. The Council Treasurer is authorized access to the Online Community Membership Reports.

**Requirements.** The Council Treasurer position requires 5-10 hours per month, except during membership renewal times. Requirements include previous experience with volunteer Board of Directors (recommended) and skill in accounting (preferred) or bookkeeping, budgeting and organization. Personal qualities needed are dedication and attention to detail. Personal Computer skills are needed.



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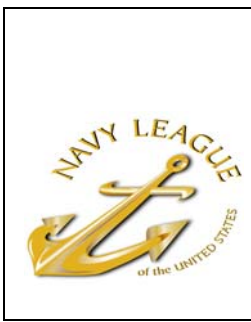
### ***Council Secretary***

**Position Responsibilities.** The Council Secretary shall:

- Prepare agendas for Board of Directors meetings and business meetings in coordination with the Council President
- Provide timely notice to all council members of all meetings (email, mail, phone, newsletter)
- Take minutes of each Board of Directors meeting and business meeting
- Distribute (mail or email) written minutes from meetings two weeks prior to the next meeting
- Prepare a written report prior to each Board of Directors meeting
- Collect written reports from all officers and distribute (mail or email) before each Board of Directors meeting
- Maintain all council records (Charter, Constitution, Bylaws), minutes of meetings, election results, correspondence and historical files
- Assist the Council Immediate Past President in the election of officers and Board members by distributing ballots, tallying votes and reporting results
- Certify that a quorum is present at the Council Annual Meeting.
- Receive incoming correspondence and distribute to the appropriate action officer, as directed by the Council President
- Submit a written report two weeks prior to the annual meeting describing the activities and accomplishments of the office and recommendations for the next year.
- Obtain notary services, as required (does not need to be a notary public)
- Serve as the Board of Directors advisor to assigned committees
- Attend each Board of Directors meeting and business meeting, or make arrangements for the Council Secretary duties to be performed in his or her absence
- Attend the Annual Leadership Retreat/Strategic Planning Session

**Abstract.** The primary responsibility of the Council Secretary is to make sure all council records are accurately collected, retained and regularly maintained. Superb record-keeping, an eye for detailed information, and organizational skills are necessary traits for the holder of this office. Other additional duties may be assigned by the Council President and/or the Board of Directors. The Council Secretary should also prepare a final report of the year's activities of the office and include recommendations for the following year.

**Requirements.** The Council Secretary position requires 2-5 hours per month. Requirements include previous experience with volunteer Board of Directors (recommended) or experience as a committee chair. Skills needed are word processing on a computer, listening, minute-taking, communications, and administration (office skills). Personal qualities needed are attention to detail, diplomacy and tact.



## ***Council Job Description*** ***Navy League of the United States***

### ***Council Judge Advocate***

**Position Responsibilities.** The Council Judge Advocate shall:

- Advise the Council President and the Board of Directors on legal matters
- Interpret Council Bylaws for the Board of Directors
- Act as Parliamentarian during meetings, if assigned by the Council President and/or Board of Directors
- Assess risk to the Navy League from activities of the council, such as employment practices, ownership of property, fundraising, money management, legislative affairs, privacy act, and partnerships
- Recommend risk management strategies to the Board of Directors
- Advise the Board of Directors on 501(C)(3) tax exemption maintenance and other tax matters for non-profit organizations, both federal (IRS) and state/local (e.g. charitable solicitation laws)
- Review all contractual matters involving the Council
- Draft contracts and agreements as directed by the Board of Directors
- Advise the Board of Directors on Navy League policies and procedures
- Serve in an advisory capacity to all committees for legal matters
- Miss no more than two Board of Directors meetings annually

**Abstract.** The primary responsibility of the Council Judge Advocate is to advise the officers, Board members and committee chairs on legal matters. Risk assessment is a vital element of this officer's advice. Assistance in preparation of contracts, employment agreements, partnership agreements and other legal documents may be required. Periodic review and interpretation of Council Bylaws may be required. The Board of Directors may also seek advice as to the affect of council activities on the council's 501(c)(3) tax-exempt status. S/he should provide written reports of risk assessments and legal opinions to the Board of Directors. The Council Judge Advocate should also prepare a written report prior to the annual meeting summarizing the year's activities during his/her term of office.

**Requirements.** The Council Judge Advocate position requires 1-10 hours per month. Requirements include previous experience with volunteer Board of Directors (recommended) and legal training (law degree preferred). Skill in negotiation, facilitation, and communications are needed. Personal qualities needed are dedication, attention to detail, diplomacy and tact.