

NGAWV VACANCY ANNOUNCEMENT

NATIONAL GUARD ASSOCIATION
OF WEST VIRGINIA
www.ngawv.org

POSITION TITLE
EXECUTIVE DIRECTOR

OPENING DATE
30 APRIL 2022

LOCATION
TBD

CLOSING DATE
30 MAY 2022

SALARY: \$6,000 Annually / \$500 Monthly

Area of Consideration: Must be an active or retired officer, warrant officer or enlisted member of the West Virginia National Guard and a current member of the National Guard Association of West Virginia and the National Guard Association of the United States. Prior NGAWV Executive Council experience preferred.

Knowledge, Skills, and Abilities required by the position:

1. Skilled in the use of Microsoft applications to include Word, Excel, Access, and Outlook.
2. Knowledge of maintaining a computer database.
3. Knowledge of developing and maintaining a budget.
4. Ability to build and maintain a filing system.
5. Ability to effectively communicate both orally and written.

Evaluation Process: Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which the application is made.

NOTE: The location and office hours will be determined upon selection of the applicant.

Summary of Duties: The duties of the Executive Director shall include, but not limited to the following:

1. Coordinates and advises standing and special committees as directed by the Executive Committee.
2. Monitoring and updating the NGAWV website as required.
3. Directly coordinate with the NGAWV members on all membership relatable items.
4. Enforce the adherence to the NGAWV charter and bylaws.
5. Monitor and maintain awareness of NGAUS and NGAWV resolutions.
6. Coordinate with the executive council treasurer in accordance with nonprofit financial submissions and organization licensing requirements.
7. Serves as the registered agent of NGAWV with the Office of Secretary of State.
8. Sets and facilitates Executive Council meetings.
9. Maintains files on correspondence and communicates with The Office of the Adjutant General, NGAUS, National Guard Executive Directors Association (NGEDA), and the Joint Venture Committee.
10. Renders advice and assistance to the members of the Executive Council.
 - a. Ensures meeting minutes are filed and published.

11. Serves as a non-voting member of the Executive Council.
12. Serves as the Project Officer for the West Virginia Delegation to the NGAUS Annual Conference to include:
 - a. Coordinates with the President to submit roster of delegates to NGAUS HQs.
 - b. Coordinates with the Treasurer for payment of all delegates' travel vouchers.
 - c. Coordinates registration of all delegates and guests prior to arrival.
13. Serves as a voting member of the Joint Venture Committee and attends all meetings.
14. Manages and properly stores all supplies for NGAWV and items for NGAUS conferences.
15. As a member of NGEDA, attends all conferences/meetings and submits a report to the Executive Council at the next meeting.
16. Scripts NGAWV annual conference agenda and ensures all requirements are met. Develops and maintains a detailed set of instructions for the state conference.
17. Serves as the lead fundraiser for the NGAWV.

Conditions of Employment: By applying for employment with NGAWV, the applicant agrees to the following conditions of employment:

1. Must maintain an active NGAUS and NGAWV membership.
2. Must attend the annual NGAWV Conference, NGAUS Conference, and National Guard Executive Directors (NGEDA) Conference.

Application Process: Applicants must complete and submit the enclosed application and provide a minimum one (1) page memorandum address to the Executive Council outlining why they are applying for the position and detailing relevant qualifications and goals. All documents will be submitted to the NGAWV Executive Council at ngawv1@gmail.com prior to the close date identified on the announcement.

Encls

1. Application