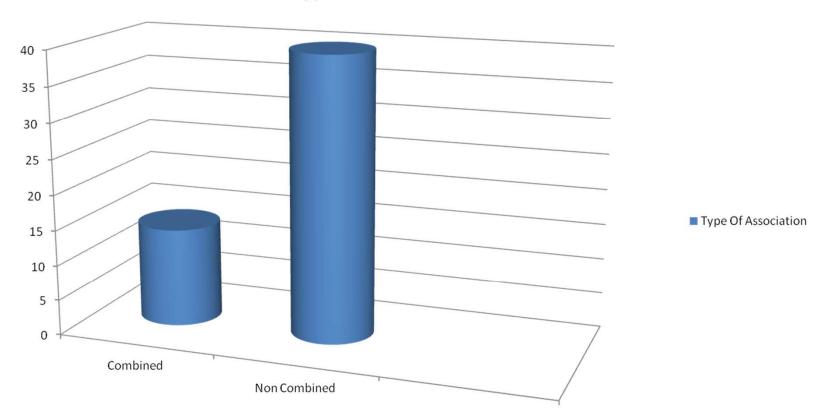
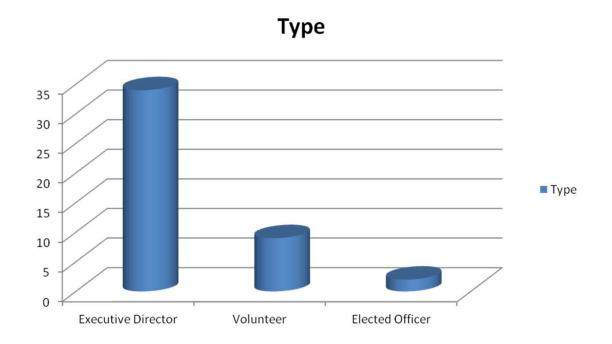
Executive Directors

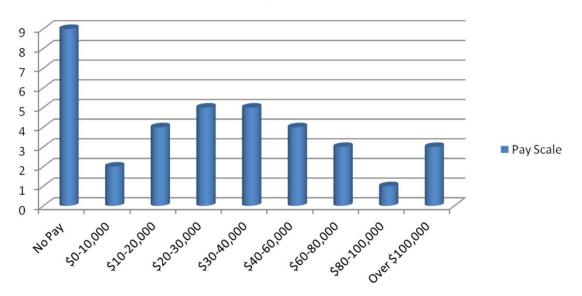


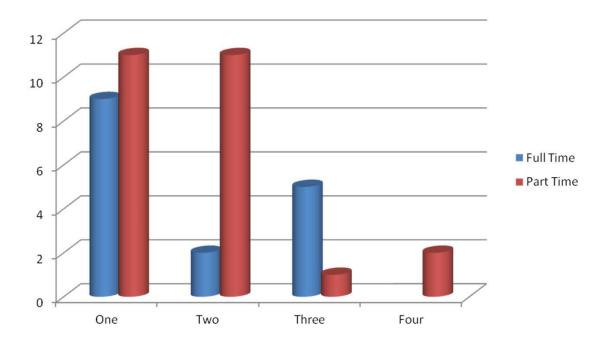
Type Of Association



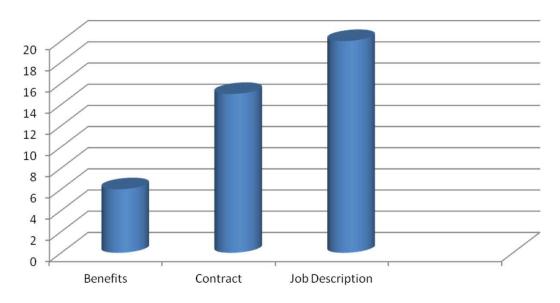




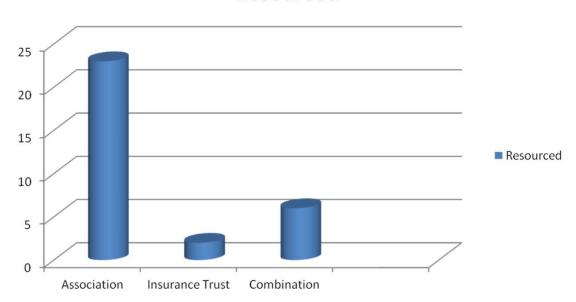




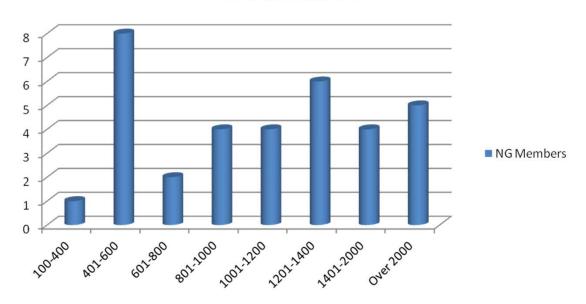
Additional Information



Resourced



NG Members



Oregon

OFFICE ASSISTANT STATEMENT OF WORK

Part I. General Information.

Purpose: The Office Assistant will provide a wide variety of clerical/administrative support for the Oregon National Guard Association assigned by and reviewed by the Oregon National Guard Association's Executive Director.

Part II. Work; Acceptable Criteria; Deliverables and Delivery Schedule.

- a. Mail pick up, distribution and doing mail outs
- b. Updating phone and mailing lists
- c. Preparing office files
- d. Processing membership cards
- e. Assisting with meeting schedules, taking minutes of meetings, putting together meeting materials
- f. Typing documents correspondence, reports, newsletters, etc.
- g. Ordering office supplies
- h. Processing checks for deposit
- i. Data entry into databases and spreadsheets
- j. Maintain storage unit and keep inventory
- k. Assist with other activities that benefit the Oregon National Guard, i.e. Silent Auction and Military Ball for the ORNG Charitable Education Fund

EXECUTIVE DIRECTOR

STATEMENT OF WORK

Part I. General Information.

Purpose: To provide day-to-day leadership in the operations of the Association; assist the President and the Committee members in fulfilling their responsibilities; act as a liaison with the NGAUS and NGEDA, NG units and Association members; maintain office services.

Part II. Work; Acceptance Criteria; Deliverables and Delivery Schedule.

a. Executive Director Shall Maintain office established at the Oregon Military Department:

Establish office hours.

- •Document time spent on the job.
- •Maintain historical data as required.
- ·Maintain account of assets.
- •Handle administrative matters.
- •Be point of contact for NGAUS.
- •Supervise the work of the Office Assistant.

Corporate Sponsors – Executive Director Shall:

- (1) Maintain an active roster.
- (2) Be the point of contact for the ORNG Association.
- (3) Issue annual billings.
- (4) Coordinate for the State Conference.

•Maintain Financial Records - Executive Director Shall:

- (1) Establish a budget in coordination with the Association President.
- (2) Provide monthly financial statements.
- (3) Insure tax reporting requirements are met.

•Executive Committee/Board Meetings - Executive Director Shall:

- (1) Attend Committee meetings.
- (2) Prepare agenda in coordination with the Association President.
- (3) Publish minutes of the meetings.
- (4) Maintain meeting records.
- (5) Follow up on Committee member assignments.

•Membership - Executive Director Shall:

- (1) Maintain and update membership records.
- (2) Account for and deposit dues.
- (3) Pay NGAUS dues in a timely manner.

Brief-Up - Executive Director Shall:

Publish and mail at least three times a year.

•Conferences – Executive Director Shall:

- (1) Manage the State Conference -- coordinate with conference venue for meeting rooms, meals, and hotel rooms, sign hotel contracts, assemble and manage State Conference team of volunteers, collect registration, prepare Agenda and script for the President, brief The Adjutant General on conference activities.
- (2) Attend National, State and NGEDA conferences with expenses paid by the ORNG Association.

h. Administration - Executive Director Shall:

- a. Confer weekly with the Association President in planning and coordinating work assignments.
- •Provide technical information, statistical data and act as a resource in other ways to the Association President, Association Board and committees.
- •Provide written management reports outlining how the goals of the Association are being met.
- •Oversee general Association operations to insure effective operating procedures.
- •Provide leadership, task assignments and training to volunteers.
- •With the Association President responsible for the legal, corporate, insurance (SSLI) and inventory of the Association; insure reports are filed on time; direct planning process by formulating goals and objectives and implementing action steps and evaluation; insure Committee actions are implemented.

i. Financial Management and Fund Development – Executive Director Shall:

- a. With Association President, treasurer and finance committee, be responsible for developing a budget.
- •Responsible for disbursing Association funds as directed by the President, Executive Committee or Board.
- •Oversees the effective management of bookkeeping system.
- •Primary support to Board's fund development efforts.

j. Public Relations - Executive Director Shall:

- a. Provide visibility and maintain communications with ORNG Association members through presentations at staff meetings and personal contact.
- •Maintain and strengthen the ORNG Association image.
- •Maintain relationship with NGAUS and with the Association President.

NGAUTAH CRITICAL TASKS AS OF 5 MAY 2012

NGAOTAH CRITICAL TASKS			AS OF S IVIAT 2012	
BOARD MEMBER	FUNCTION	TASK	SUB TASK	
PRESIDENT:	Coordinate w/TAG State Legislative Issues	Update	Information/Tasks	
	coordinate w/Leg Liaison	update	information	
	State Conference	administrative	Reserve Center	
		Send Thank You letters to speakers		
	Senior Commanders Conf	Brief/luncheon		
	Executive Brief			
	Membership	Recruiting Membership		
VICE PRESIDENT/PRESIDENT ELECT:	Newsletter	Bi-Annual June & January		
		Recruiting Membership		
	Membership	Recruiting Membership		
IMMIDATE PAST PRESIDENT:	Awards	Recognize recipients	Nominate	
			Procure Award	
			Present Award	
	NGAUS	Disseminate information		
	Annual Pre-Nat'l Conf	Nat'l Conf Participants	Host BBQ	
	Membership	Recruiting Membership		
ARNG TRUSTEE:	State and National Legislative issues			
		attend NGAUS Legislative Liaison Workshop		
	Membership	Recruiting Membership		
	Membership	Recruiting Membership		
ANG TRUSTEE:	Membership State and National Legislative issues	Recruiting Membership		
ANG TRUSTEE:		Recruiting Membership attend NGAUS Legislative Liaison Workshop		

NGAUTAH CRITICAL TASKS (cont.)
AS OF 5 MAY 2012

	NGAOTAH CRITICAL TASKS (cont.)			A3 OF 3 WAT 2012
	BOARD MEMBER	FUNCTION	TASK	SUB TASK
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Frovide info for paid and unpaid members to MACOMS Send e-mail to membership as needed Post and track Lifetime memberships Comporate Partners dentify and interect send invites and flyers prepare for Annual Conf Membership Recruiting Membership Recruit				
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NGAUTAH CRITICAL TASKS (cont.	<u> </u>		AS OF 5 MAY 2012	
BOARD MEMBER	FUNCTION	TASK	SUB TASK	
TECHNICAL SUPPORT/SECRETARY	Technical Support	Tech Sup at Monthly Meetings		
		Monthly Minutes		
		Tech Support at Annual Conference		
		Tech Support to Exec Director and Treasurer		
	Membership	Recruiting Membership		
WEB MASTER	Web Site	Make changes		
		Maintenance		
		Provide Assistance to Exec Director and Treasure	er	

Need a board that has a pride of ownership -