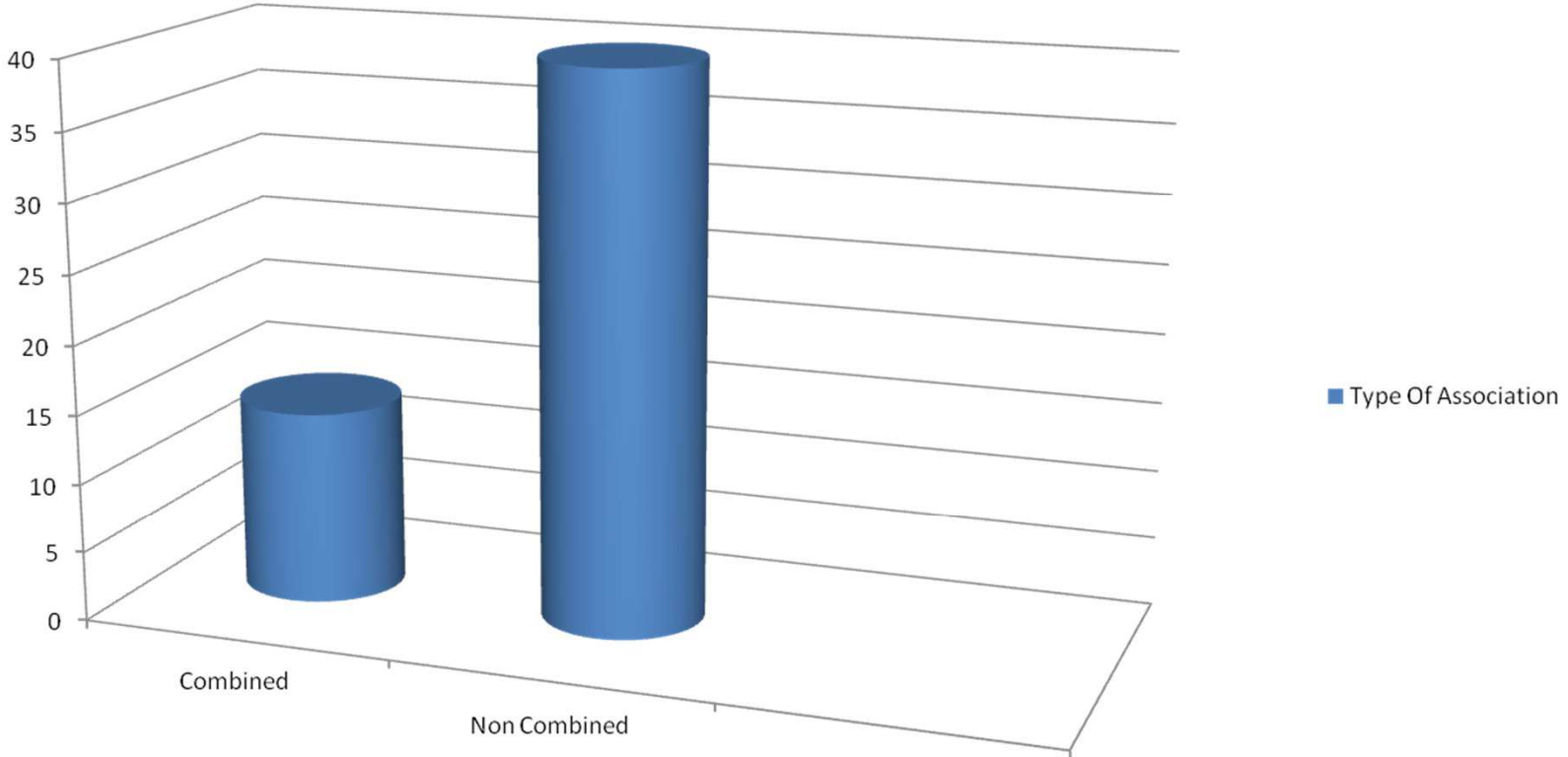


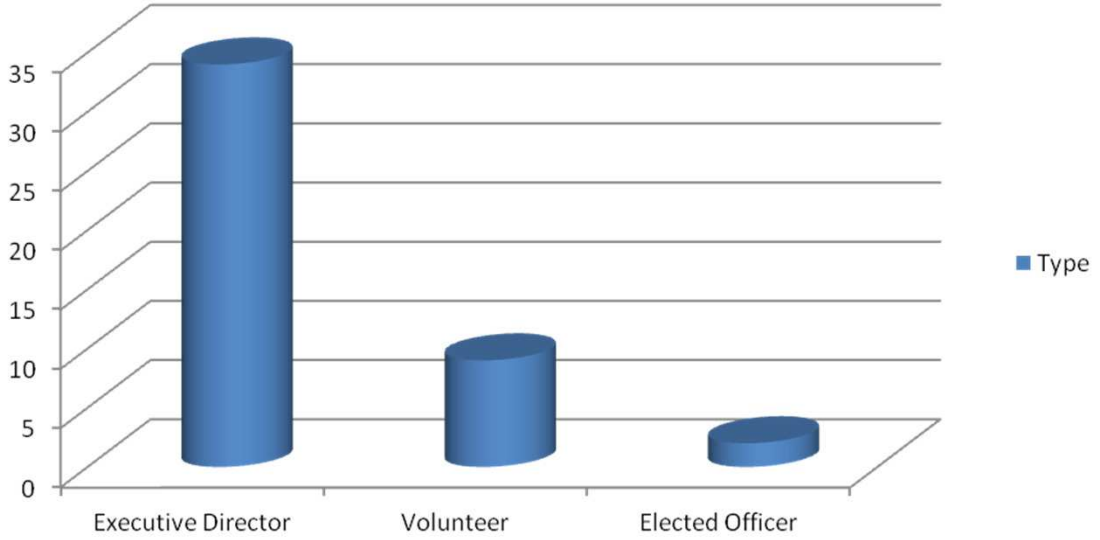
# Executive Directors



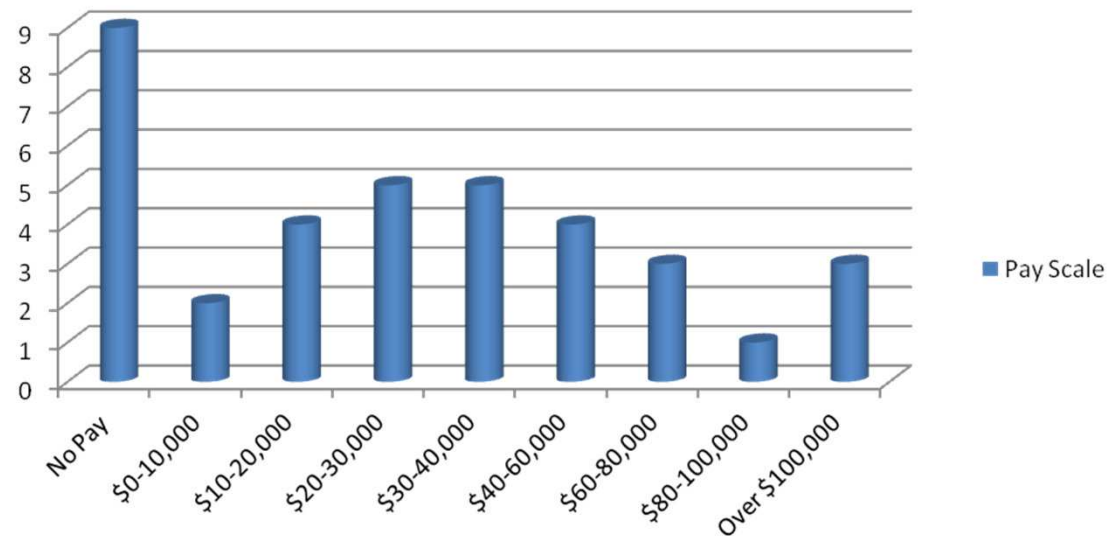
# Type Of Association

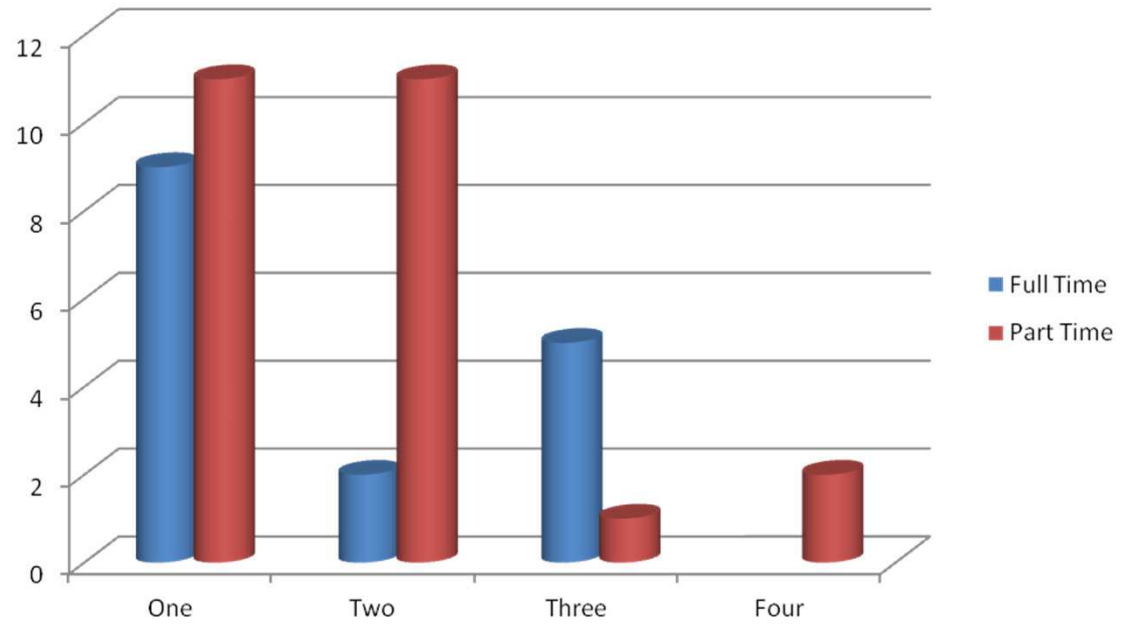


# Type

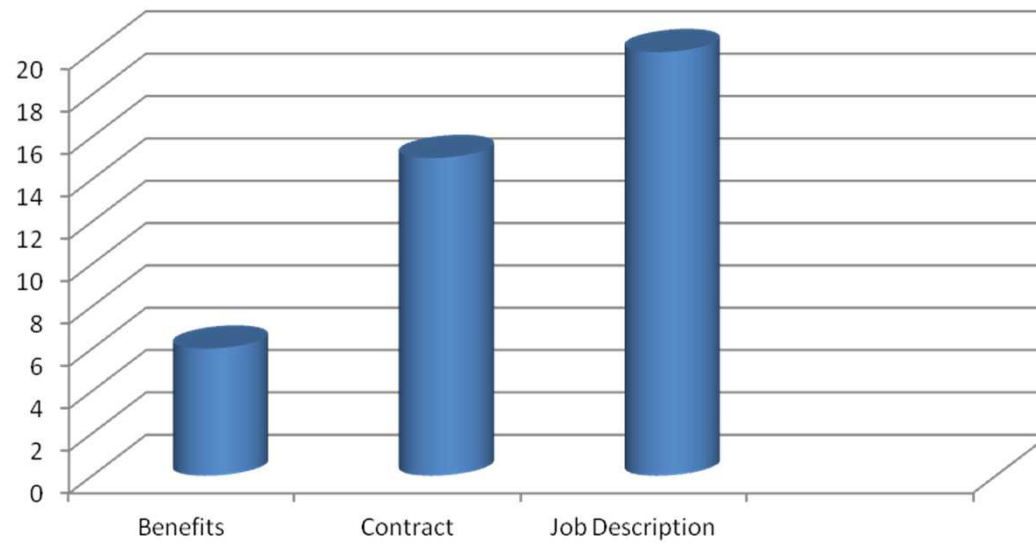


## Pay Scale

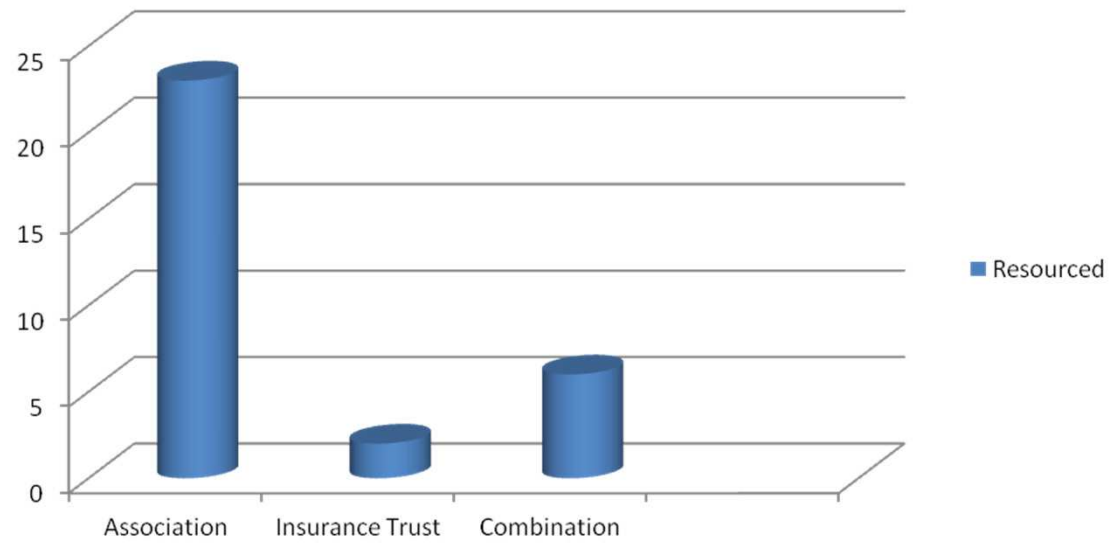




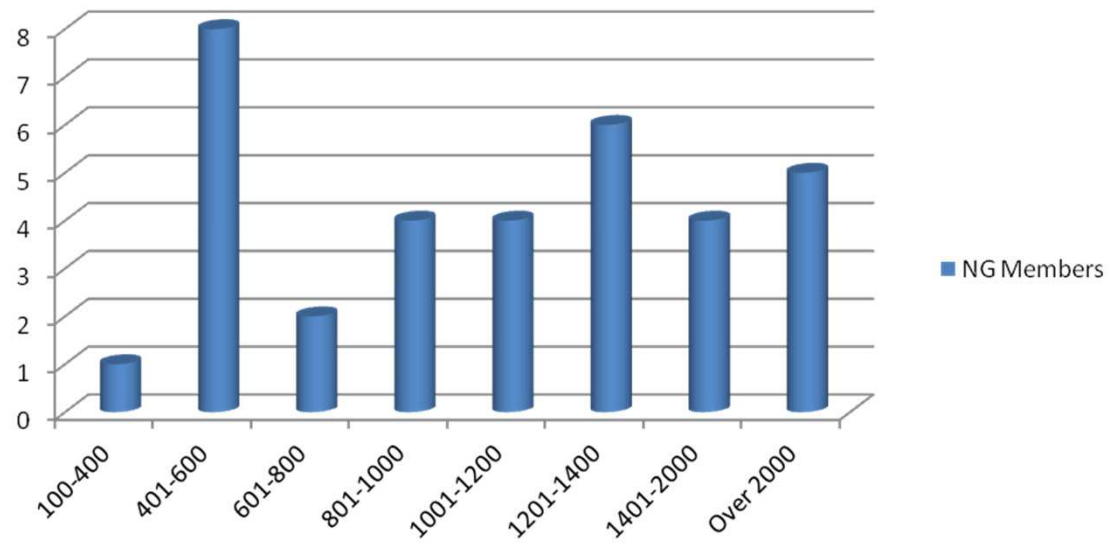
## Additional Information



## 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**

BOARD MEMBER	FUNCTION	TASK	SUB TASK
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<b>PRESIDENT:</b>	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	

<b>VICE PRESIDENT/PRESIDENT ELECT:</b>	Newsletter	Bi-Annual June & January	
		Recruiting Membership	
	Membership	Recruiting Membership	

<b>IMMEDIATE PAST PRESIDENT:</b>	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	

<b>ARNG TRUSTEE:</b>	State and National Legislative issues		
		attend NGAUS Legislative Liaison Workshop	
	Membership	Recruiting Membership	

<b>ANG TRUSTEE:</b>	State and National Legislative issues		
		attend NGAUS Legislative Liaison Workshop	
	Membership	Recruiting Membership	

NGAUTAH CRITICAL TASKS (cont.)

AS OF 5 MAY 2012

BOARD MEMBER	FUNCTION	TASK	SUB TASK
WARRANT TRUSTEE:	Warrants	Identify and work with for info about NGAUT/NGAUS	
	Membership	Recruiting Membership	
COMPANY GRADE TRUSTEE, ARMY:		Identify and work with MACOM Reps	
		Identify Reps for Nat'l Conf and facilitate orders	
	Membership Workshop	Membership workshop	facilitate and organize
		Recruiting Membership	
COMPANY GRADE TRUSTEE, AIR:		Identify and work with MACOM Reps	
		Identify Reps for Nat'l Conf and facilitate orders	
	Membership Workshop	Membership workshop	facilitate and organize
		Recruiting Membership	
TREASURER	Finance	Receive \$s	
		Financial Reports	Monthly & Annually
	*RV Parking	Send Invoice Receive \$	Manage RV Park
			Prepare Contracts
			Follow-up on un-paid
	*Membership	Interact with Reps for Membership	
		Provide info for paid and unpaid members to MACOMS	
		Send e-mail to membership as needed	
		Post and track Lifetime memberships	
	Corporate Partners	Identify and interact	Recruit
			Send invites and flyers
			Prepare for Annual Conf
	Membership	Recruiting Membership	
EXECUTIVE DIRECTOR	Insurance		
	*Contracts	Annual Contracts	
	By-Laws		
	Finance Assistance	Collect checks after Treas posts and make deposit	
		Post paid members to on-line membership program	
	Taxes	Prepare batches from pay-on-line and process	
	Membership	Post paid members	
	Membership	Recruiting Membership	Posting Membership

**NGAUTAH CRITICAL TASKS (cont.)**

**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 Treasurer

Need a board that has a pride of ownership -