



National Guard Association of Washington  
**EXECUTIVE BOARD**  
**Motion Form**

DATE: 1 FEB 2012 TIME: 1700

Exhibit EC# YR - \_\_\_\_\_ MMDD - \_\_\_\_\_ Series \_\_\_\_\_

**TO: SECRETARY**

**FROM:** 2LT Elizabeth Cervantes

**MOTION:** *I move that the NGAW approve the attached New Employee proposal as written.*

**PURPOSE:** Given observations of office operations, by Mr. Oxley, over the last few months, I strongly suggest that we move forward **immediately** with hiring permanent NGAW staff who can serve the association long-term.

\_\_\_\_\_  
*(Continue remarks back of form)*

\_\_\_\_\_  
*(Signature of Author)*

// \_\_\_\_\_  
*(Signature of Seconded)*

**AMENDED TO READ:** \_\_\_\_\_

**MOTION:** \_\_\_\_\_/AYE \_\_\_\_\_/NO \_\_\_\_\_/ABSTAIN \_\_\_\_\_

**REMARKS:** *(for secretary use)* \_\_\_\_\_



**JOB DESCRIPTIONS:**

Executive Director/Office Administrator (EDOA): See attached Job Description

Program Administrator (PA): See attached Job Description

Bookkeeper: This function will be performed outside the office by a qualified accountant/bookkeeper. Deliverables assigned by Treasurer, EDOA, and President include, but are not limited to: A/P, A/R, Quarterly Reports, Year-End reports, Quarterly/Annual Taxes, Payroll processing.

**SALARY:**

Executive Director/Office Administrator (EDOA): \$32-34,000 Salary. 35 hours per week.

Program Administrator (PA): \$9-\$11 per hour. Average 28 hours per week.

Bookkeeper: \$200 per week. Based on deliverables assigned by Treasurer, EDOA, and President

**JOB ADVERTISING PROCESS:**

All jobs will advertised via J9, HRO, Craigslist, Work Source, and via personal Board contact. The job will be listed NLT 6FEB. All positions will have a closing date of 16FEB.

**SELECTION PROCESS ROUND 1:**

All resumes and cover letters will have the names blacked out and will be sent to the ‘Resume Review Team’ (listed below). Each team member will rate the candidates in order from 1 (best) to # (worst) and inform the Interview team of their rating NLT 24FEB.

**SELECTION PROCESS ROUND 2:**

The interview team will consist of the board President, VP, Treasurer, and Mr. Oxley. The team will interview the 3 top rated individuals NLT 2MAR. The interview team will make probationary selections for each position. The individuals selected as EDOA and PA will be introduced to the board as probationary employees during the March meeting.

**PROBATION PERIOD:**

**All employees will have a 90 probationary period, after which, the board will vote to officially hire.**

**Resume Review Team**

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## **NATIONAL GUARD ASSOCIATION OF WASHINGTON**

Effective January 1, 2012 the following job description, approved by the Board of Directors, is established for the Executive Director/Office Administrator (ED) of the National Guard Association of Washington.

### **SECTION I - GENERAL**

- The Executive Director (ED) is a salaried employee who reports to and is evaluated annually by the Board President. The ED serves at the pleasure of the President with the consent of the Board of Directors
- The President shall present to the Board a summary of the annual evaluation no later than the next regular Board meeting following the evaluation. The summary shall include a recommendation for Board action to retain or dismiss the ED.
- This position functions as Director and Office Administrator for the National Guard Association of Washington (NGAW) and serves as the principal assistant to the Association President. The ED provides day-to-day management of the Association including supervision of Association employees/volunteers; budget and general programs management, and principal liaison for legislative affairs.

### **SECTION II – DUTIES AND RESPONSIBILITIES**

#### **General Planning and Administration:**

- See attached Administrative Functions Detail Dated January1, 2012.
- The ED plans, coordinates and ensures the professional conduct of all activities and programs related to the Association and its membership. General guidance in the conduct of these ED responsibilities is provided by the NGAW President.
- The ED, in coordination with the Association President, Executive Board and Association committees, develops monthly and yearly plans designed to ensure the Association's financial viability, successful completion of its legislative agenda and other approved programs, and ensures that the mission (as defined in the NGAW By-Laws) of the Association is achieved.
- The ED communicates in a timely and professional manner to the Association President, Executive Board and general membership on all matters relevant to the Association.
- The ED provides supervision of Association's full and part-time work force, including development and maintenance of position descriptions and performance standards for each position supervised; renders yearly evaluation of each employee; provides guidance and counseling to employees regarding work assignments; hears and resolves employee grievances, etc.
- The ED performs all other duties as assigned by the NGAW President.

**Public Relations:**

- The ED establishes and maintains collaborative working relationships with relevant civic, media, veterans, community organizations, and the Washington National Guard Chain of Command by keeping them apprised in a timely manner regarding matters of mutual interest.

**Legislative and Political:**

- The ED serves as the principal Association liaison to local, state, and federal government officials whose duties and official programs influence or otherwise impact the Association's mission and goals. The ED engages such officials on behalf of the Association.
- The ED working with the NGAW's Legislative Committee Chair develops and implements a yearly legislative strategy which ensures that the general membership, governmental officials, and other interested parties are informed of current concerns which impact advancement of the legislative goals and priorities relevant to NGAW's State and Federal legislative agendas.
- The ED develops and provides supportive information/position papers, briefings, and training programs that will aid in the advancement of the Association's yearly legislative strategy as directed by the President.

**Financial and Related Activities:**

- The ED has a fiduciary responsibility for all Association funds including income and disbursements and is accountable to the Association President, Executive Board and the general membership. Provides as required, reports and other pertinent documentation at each regularly scheduled Executive Board meeting that reflects an accurate and readily understandable status of the Association's financial condition.
- The ED prepares and presents a proposed annual budget to the Executive Board which consists, at a minimum, of an itemized statement of estimated revenues and anticipated and/or proposed expenditures for the next fiscal year.
- The ED is responsible for planning and forecasting short and long- range funding requirements and obligations including budgets, accounts receivable, necessary fund raising, potential cost savings and capital investment programs. Guidance to be provided by the Executive Board.
- The ED ensures that specific written financial reports indicating the status of the Association's insurance and other income-producing programs are provided on a semi-annual basis for review and approval by the members of the Executive Board.

**Liaison and Staff:**

- The ED attends all meetings related to Association business or other meetings as directed by the President.
- The ED, in coordination with the Association President, plans and ensures the professional conduct and administration of all official Association meetings.
- Conference and Membership:

- The ED plans, coordinates, implements and ensures the professional conduct of the annual NGAW business meeting (State Conference), Association sponsored Executive Board membership trips, the NGAW delegation's trip to the National Guard of the United States (NGAUS) annual conference and the Enlisted Association of the National Guard of the United States (EANGUS) annual conference, including coordination of suitable facilities, planning and formulation of all meetings and activities, arrangements for guest speakers and VIP's and all other matters relevant to such conferences.
- The ED works to maintain and increase general, associate, and corporate membership in NGAW, and member participation in the NGAW sponsored insurance program.

### **SECTION III – KNOWLEDGE, SKILLS, and ABILITIES**

- Working knowledge of the missions, programs and functions of the Washington Military Department.
- Experienced in working with elected officials and legislative committees and staff to develop and advance public policy initiatives. Familiarity with legislative committees and committee members overseeing military department functions/issues.
- State and Federal legislative and administrative code processes. Demonstrated ability to develop and present testimony before legislative bodies.
- Experience working with Association Boards to develop fiscal resources, launch new programs and build membership.
- Ability to communicate effectively both verbally and in writing.
- Strong customer service orientation and ability to affect positive working relationships with Association members, staff and external constituencies.
- Strong writing, analytical and problem-solving skills.
- Computer literate and working familiarity with office software to include MS Word, MS Excel, MS Outlook and Quickbooks.
- Familiarity with social media and association website operations.

### **SECTION IV – DELIVERABLES**

- Increase membership by a percentage each year as directed by the President, as approved by the Board, during annual evaluation.
- Ensure all current membership information is accurate.
- Ensure all non-current membership is contacted for renewal.
- Ensure NGAW Website is accurate and updated monthly (if needed).
- Ensure that budget goals achieved.

January 1, 2012

## NATIONAL GUARD ASSOCIATION OF WASHINGTON

Effective January 1, 2012 the following job description, approved by the Board of Directors, is established for the **Programs Administrator (PA)** of the National Guard Association of Washington.

### SECTION I - GENERAL

- The Programs Administrator is an hourly employee who reports to and is evaluated by the Executive Director/ Office Administrator (ED).
- The Programs Administrator manages all assigned NGAW programs and performs other tasks as prescribed by the ED.

### SECTION II – DUTIES AND RESPONSIBILITIES

#### General Administration:

- Develop, file and retrieve program related documents, records and reports.
- Prepare responses to program related correspondence containing routine inquiries.
- Maintain confidentiality in all aspects of member, staff and NGAW information.
- Provide program information for web-site posting/updating to the Office Administrator.
- Interact in professional manner with membership/constituencies.
- Conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors.
- Be prepared to provide assistance to the ED as needed to meet requirements.
- Perform other duties as assigned by the ED.

#### NGAW Programs:

- Minuteman Emergency Assistance Fund (MEAF): Act as primary contact for all applications for assistance by members of the National Guard. Provide applications at the office, by e-mail or by US Mail to requesting Guard members. Responsible for verifying drill status and eligibility prior to forwarding packets to committee members for review. Once packets are approved, responsible for issuing checks to the member in a timely manner. Responsible for maintaining files of all applications received
- Insurance Program: Primary contact for all death claims received. Responsible for working with casualty assistance and the members families to insure that all death claims are paid and delivered to the families as quickly as possible. Responsible for providing insurance enrollment materials to members requested over the phone or in person and contacting the WA SSLI briefers whenever briefs are requested or SRP's scheduled. Responsible for making photocopies of all new or changed policies prior to mailing them to The SSLI Administrator. Responsible for mailing the applications to The SSLI Administrator within 24- hours of receiving the completed applications from briefers.

Responsible for setting up and maintaining files for all members enrolled in the life insurance program. Responsible for purging the files of canceled members on at least an annual basis.

- Scholarship Program: Collection point for the NGAW Scholarship applications. Forward the applications to the Scholarship Chairperson, and keep records of all applicants. When the winners have been chosen, responsible for sending letters to the winners/non-winners notifying them of the results. When verification of full-time enrollment has been received at the NGAW office, responsible for mailing the award to the recipient in a timely manner. Assist in fund-raising efforts, such as the Scholarship Auction and Raffle at the annual conference. Contact USAA to request the annual donation for the Scholarship Fund.
- Beach Operations: Provide day-to-day operation of the Camp Murray Beach in coordination with volunteer support and Beach Committee Chair.

#### **Liaison and Staff:**

- Support staff in assigned project-based work.
- May supervise volunteers and other support personnel.

### **SECTION III – KNOWLEDGE, SKILLS, and ABILITIES**

- Strong customer service orientation and ability to develop positive working relationships with Association members, staff, and external constituencies.
- Computer literate.
- Good writing, analytical and problem-solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to communicate effectively.
- Ability to operate standard office equipment, including computers, telephone systems, calculators, copiers and facsimile machines.
- Proficient with office software including MS Word, MS Excel, MS Outlook, and Quickbooks.
- Ability to follow oral and written instructions.

### **SECTION IV – DELIVERABLES**

As prescribed by the ED and Board of Directors.

January 1, 2012

## **NATIONAL GUARD ASSOCIATION OF WASHINGTON**

### **ED Administrative Functions Detail**

#### **General Administration:**

- Assist with overall maintenance of the organization and its offices.
- Oversee all aspects of general office administration.
- File and retrieve organizational documents, records and reports.
- Maintain office calendar to coordinate work flow and meetings.
- Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
- Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
- Answer phone inquiries and transfer/forward to appropriate staff/board member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Prepare responses to correspondence containing routine inquiries.
- Maintain confidentiality in all aspects of member, staff and NGAW information.
- Monitor and assist with maintenance of the organization's website.
- Interact with members, vendors and visitors.
- Lead responsibility for newsletter and distribution.
- General familiarity with all NGAW programs.
- Other duties as assigned by the NGAW Board President.

#### **Board Committees Assistance:**

- Membership Committee: Assist with membership drives. Monitor the membership figures regularly and provide them when requested to the Membership Chair and present the information at the Board Meetings and at Annual Conference. Develop/implement association membership recruitment and marketing plans.
- Legislative/Resolutions Committee: Coordinate the annual NGAW Legislative Reception in Olympia.
- Nominations Committee: Assists Nominations Committee by notifying them of open positions on the Board of Directors. Prepares Sample Ballot for inclusion in the Call to Conference annually. Prepares Official Ballot following conference and ensures that it is mailed to the members in a timely manner. Responsible for numbering ballot envelopes in accordance with By-Laws and monitoring to ensure that there are no duplicates. Generate a list by name of all members and their respective ballot number, and also a list by ballot number for cross-referencing. Assist the Nominations Committee in the ballot count each year, and in the timely notification to the members of election results.
- By-Laws Committee: Assist in the preparation of any By-Laws changes for annual conference. Ensure that proposed changes are included in the Call to Conference mailing to the membership prior to conference. If changes are approved, then responsible for rewriting the By-Laws with the approved changes and distributing new copies of the By-Laws to the Board of Directors and to the Web master.

- Conference Committee: Assist the Conference Committee wherever needed in making arrangements for Hospitality, Auctions, and the Evening Dinner/Banquet arrangements. Responsible for submitting the Conference Agenda to the Board of Directors for review and input and the subsequent production of same. Responsible for designing and producing the registrations forms for the conference. Responsible for producing the Call to Conference and the mailing out of the same to the members as called for under the NGAW By-Laws. Responsible for assembling the Registration Packets for members attending, as well as tracking the registration fees paid and all expenses incurred for the Conference.
- Membership Communications Committee: Assist chairperson of membership communications committee with administrative functions relating to communication media (e.g. Web site, Newsletter and social media, etc.)

### **Financial and Related Activities:**

- Responsible for overseeing all association financial transactions to include those specified in this section.
- Enter transactions and pay bills in accounting program
- Prepare Quarterly and Annual Taxes, and Annual corporate forms for NGAW.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office furniture, equipment and supplies.
- Arrange for the repair and maintenance of office equipment.

### **Liaison and Staff:**

- Supervise and evaluate association staff and contractors in assigned work duties to include administration of the Minuteman Fund/MEAF, Scholarship, Membership Programs, Public Policy Advocacy, Performance and Fiscal Audits, Bookkeeping, Beach Operations, etc.
- May supervise volunteers and other support personnel.

### **Conference and Membership:**

- Membership
- Maintain NGAW Membership Database.
- Responsible for generating dues renewals letters/e-mails for membership expiring within 60 days and 30 days on a monthly basis, along with posting all dues, membership information data entry and subsequent transmittals to the National Associations for their portion of the dues.
- Prepare and mail membership cards to new and renewing members within five working

days of receiving payment.

- Generate reports to NGAUS and EANGUS monthly, including a roster of paid members. Update NGAUS member database monthly.
- Conference
- Assists in special events, such as fundraising activities and the annual meeting (State Conference).
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, Board or other meetings.
- Interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings, as requested, in order to record minutes in the absence of the NGAW Secretary.
- Compile, transcribe and distribute minutes of meetings in the absence of the NGAW Secretary.
- Make travel arrangements for staff, board and volunteers.

January 1, 2012