



## Deputy Director Job Description

### Purpose

The Deputy Director plays a critical role in helping the National Association for Interpretation achieve its vision, mission and goals by delivering exceptional member services and professional development. The Deputy Director is a voting officer and will be directly responsible for the regional leadership positions listed below under Duties. S/he is accountable to the Regional Director. This position is instrumental in ensuring consistent and effective internal processes and communications in order to strengthen NAI's nonprofit programs and position the organization for continued success.

**Term:** This volunteer position is elected by the region's general membership for a three-year term beginning on January 1 of the year following the election.

### Duties

- Participate in quarterly and as-needed meetings with the Regional Board and Leadership Council.
- Oversee and maintain regular communication with the following Regional Leadership Council positions:
  - State/Province Coordinators
  - Student Chapter Sponsors
  - Annual Regional Workshop Chair
- Oversee the planning and development of the annual regional workshop.
- Assist Regional Director by ensuring regional core member service requirements are met in accordance with the Advisory Council's Organizational Unit Core Services Evaluation Form.
- Assume Interim Regional Director Role if Director cannot fulfill term.
- Attend Advisory Council meetings if the Director cannot fulfill this commitment.
- Other duties as assigned by the Regional Director.

**Minimum Qualifications:** Must be an NAI member in good standing.

### Preferred Qualifications

- Personal qualities of integrity, credibility, and a commitment to NAI's vision, mission and goals.
- A successful track record in setting priorities, shaping processes, guiding and investment in people, and developing an infrastructure that creates a stronger and more efficient organization.
- Commitment to professional development and networking of regional members via conferences and other creative methods.

**Time Obligations:** Varies depending on the time of year, regional activities, and any additional roles or committees assumed. Estimated average time is 2 to 4 hours per month.