



AT-LARGE BOARD MEMBER POSITION DESCRIPTION

SUMMARY OF DUTIES:

- Serve as a voting member of the SCAVA board
- Actively participate in setting strategic direction for the organization
- Complete projects as required, independently or in committee
- Review financial reports and ensure organizational sustainability
- Serve as Board Liaison to local affiliate, if needed

DUTIES FOR ALL BOARD MEMBERS:

- Establish and oversee the strategic direction of the organization
- Ensure sound governance principles are followed
- Lead specific projects
- Serve on at least one committee
- Recruit new members
- Ensure a responsible, balanced budget for the organization
- Represent SCAVA at conferences and affiliate meetings

LENGTH OF TERM:

Two years; can be re-elected for up to three (3) terms in the same office

QUALIFICATIONS & SKILLS REQUIRED:

- Experience as a leader of volunteers, in a paid or voluntary role
- Member of SCAVA at time of application and for duration of term
- Ability to attend Board training, Board meetings and SCAVA Events
- Willingness and ability to maintain ethical and professional standards
- Commitment to carrying out the purpose and adhere to the policies of SCAVA
- Ability to devote the time necessary to fulfill responsibilities (approximately 10 hours per month)



BOARD TREASURER POSITION DESCRIPTION

SUMMARY OF DUTIES:

- Maintain accurate records and reporting of financial activities
- Track receipt of membership dues and process affiliate payments
- Keep and reconcile monthly bank statements
- Retain appropriate financial records, including W-9, bank statements, and reports
- Prepare deposits and payments in a timely manner
- Prepare and present financial reports at board meetings
- Review affiliate quarterly financial reports
- Lead SCAVA Finance Committee quarterly meetings

DUTIES FOR ALL BOARD MEMBERS:

- Establish and oversee the strategic direction of the organization
- Ensure sound governance principles are followed
- Lead specific projects
- Serve on at least one committee
- Recruit new members
- Ensure a responsible, balanced budget for the organization
- Represent SCAVA at conferences and affiliate meetings

LENGTH OF TERM:

Two years; can be re-elected to up to five (5) terms in the same office

QUALIFICATIONS & SKILLS REQUIRED:

- Experience as a leader of volunteers, in a paid or voluntary role
- Member of SCAVA at time of application and for duration of term
- Minimum of 1 year prior service on the SCAVA Board or Affiliate Board
- Basic accounting knowledge
- Outstanding ability to keep detailed and accurate records
- Ability to attend Board training, Board meetings and SCAVA Events
- Willingness and ability to maintain ethical and professional standards
- Commitment to carrying out the purpose and adhere to the policies of SCAVA
- Ability to devote the time necessary to fulfill responsibilities (approximately 10 hours per month)



ASSISTANT BOARD TREASURER POSITION DESCRIPTION

SUMMARY OF DUTIES:

- In the absence of the Board Treasurer, assume all duties temporarily, including:
 - Maintain accurate records and reporting of financial activities
 - Track receipt of membership dues and process affiliate payments
 - Keep and reconcile monthly bank statements
 - Retain appropriate financial records, including W-9, bank statements, and reports
 - Prepare deposits and payments in a timely manner
 - Prepare and present financial reports at board meetings
- Review affiliate quarterly financial reports with Board Treasurer
- Participate in SCAVA Finance Committee quarterly meetings

DUTIES FOR ALL BOARD MEMBERS:

- Establish and oversee the strategic direction of the organization
- Ensure sound governance principles are followed
- Lead specific projects
- Serve on at least one committee
- Recruit new members
- Ensure a responsible, balanced budget for the organization
- Represent SCAVA at conferences and affiliate meetings

LENGTH OF TERM:

Two years; can be re-elected to a second term in the same office

QUALIFICATIONS & SKILLS REQUIRED:

- Experience as a leader of volunteers, in a paid or voluntary role
- Member of SCAVA at time of application and for duration of term
- Basic accounting knowledge
- Outstanding ability to keep detailed and accurate records
- Ability to attend Board training, Board meetings and SCAVA Events
- Willingness and ability to maintain ethical and professional standards
- Commitment to carrying out the purpose and adhere to the policies of SCAVA
- Ability to devote the time necessary to fulfill responsibilities (approximately 10 hours per month)



BOARD SECRETARY POSITION DESCRIPTION

SUMMARY OF DUTIES:

- Take meeting minutes and maintain historical records
- Distribute meeting minutes, agendas, and reports to board prior to meetings
- Create meeting events and send reminders via Wild Apricot
- Update website information as needed
- Review quarterly affiliate reports and provide templates to new Affiliate Secretaries
- Ensure affiliate records and meeting minutes are stored securely and accurately

DUTIES FOR ALL BOARD MEMBERS:

- Establish and oversee the strategic direction of the organization
- Ensure sound governance principles are followed
- Lead specific projects
- Serve on at least one committee
- Recruit new members
- Ensure a responsible, balanced budget for the organization
- Represent SCAVA at conferences and affiliate meetings

LENGTH OF TERM:

Two years; can be re-elected to up to five (5) terms in the same office

QUALIFICATIONS & SKILLS REQUIRED:

- Experience as a leader of volunteers, in a paid or voluntary role
- Member of SCAVA at time of application and for duration of term
- Basic meeting conduct knowledge (how to prepare minutes, rules of voting, etc.)
- Excellent written communication skills
- Skilled at collaborating and gathering information from various sources
- Outstanding ability to keep detailed and accurate records
- Ability to attend Board training, Board meetings and SCAVA Events
- Willingness and ability to maintain ethical and professional standards
- Commitment to carrying out the purpose and adhere to the policies of SCAVA
- Ability to devote the time necessary to fulfill responsibilities (approximately 10 hours per month)



ASSISTANT BOARD SECRETARY POSITION DESCRIPTION

SUMMARY OF DUTIES:

- In the absence of the Board Secretary, assume all duties temporarily, including:
 - Take meeting minutes and maintain historical records
 - Distribute meeting minutes, agendas, and reports to board prior to meetings
 - Create meeting events and send reminders via Wild Apricot
 - Update website information as needed
- Review quarterly affiliate reports with Board Secretary and provide templates to new Affiliate Secretaries
- Ensure affiliate records and meeting minutes are stored securely and accurately

DUTIES FOR ALL BOARD MEMBERS:

- Establish and oversee the strategic direction of the organization
- Ensure sound governance principles are followed
- Lead specific projects
- Serve on at least one committee
- Recruit new members
- Ensure a responsible, balanced budget for the organization
- Represent SCAVA at conferences and affiliate meetings

LENGTH OF TERM:

Two years; can be re-elected to a second term in the same office

QUALIFICATIONS & SKILLS REQUIRED:

- Experience as a leader of volunteers, in a paid or voluntary role
- Member of SCAVA at time of application and for duration of term
- Basic meeting conduct knowledge (how to prepare minutes, rules of voting, etc.)
- Excellent written communication skills
- Outstanding ability to keep detailed and accurate records
- Ability to attend Board training, Board meetings and SCAVA Events
- Willingness and ability to maintain ethical and professional standards
- Commitment to carrying out the purpose and adhere to the policies of SCAVA
- Ability to devote the time necessary to fulfill responsibilities (approximately 10 hours per month)