

Zoos, Wildlife Parks and Aquaria Secretary/Treasurer

The ZWPA Secretary/Treasurer will play 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 Secretary/Treasurer is a voting officer and will be directly responsible for two section chairs. S/he will be accountable to the ZWPA Director. This position will be 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

ZWPA Leadership Team adjusted this officer's term so its elections will be offset from the Director and Deputy Director. The term beginning in 2018 will be for three years (January 1, 2018-December 31, 2020). Elections are determined by the section's general membership. It is a volunteer position.

Duties

- Arrange, participate and record minutes for various meetings, conferences, and section activities.
- Maintain the ZWPA's policy manual and Book of Motions.
- Arrange annual meet-up of ZWPA members at the national conference.
- Guide the leadership team to develop, prepare and approve the section's annual budget.
- Compare the actual revenues and expenses incurred against the budget for each quarter.
- Ensure the ZWPA remains in compliance with NAI's financial policies and guidelines.
- Approve and complete section transactions, as well as required financial reporting forms in a timely fashion.
- Keep the ZWPA Leadership Team regularly informed of key financial events, trends and concerns.
- Provide annual financial reports to the members at the section meeting.
- Other duties as assigned by the Director.

Time Obligations

Varies depending on the time of year, section activities, and any additional roles or committees assumed. Estimated average time is 2-3 hours per week.

Qualifications

- Must be a current NAI member and ZWPA section member in good standing.
- Excellent communication skills, both verbal and written.
- Knowledge of and ability to use a variety of software, such as the Microsoft Office Suite.
- Ability to manage paper and electronic files, as well as a member database.
- Keen financial understanding and experience developing and balancing budgets.
- Previous experience as a Parliamentarian with working knowledge of Robert's Rules of Order.

Benefits

This leadership position affords numerous opportunities 1) to guide the growth of this profession, 2) to develop others by adding value to their lives and 3) to build a collaborative network throughout NAI's global community.