**Position Description**

**Position:** Network & Sector Development Chair

**Purpose of Position**: Maintain connections between MN networks, sectors & MAVA through communication & outreach.

**Accountable To:** Chair, Board, and Membership

**Term of Office**: 2 years

**Time Commitment:** 2 hours a week

**Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Work with MAVA staff and Board to identify projects that will advance MAVA.
4. Serve on Membership Committee.
5. Serve as a mentor to developing networks of volunteers and nurture MAVA relationships with ongoing networks.
6. Provide networks and members with an outlet for sharing of best practices.
7. Identify potential MAVA leaders through work with networks.
8. Share perspectives and feedback from Greater Minnesota networks and members with the MAVA Board.
9. Ensure timely communication of committee work with Board, staff and Board committees working on related projects by sending reports to Secretary.
10. Connect work of the committee with related work done by staff, working with staff to delineate the committee responsibilities and the staff responsibilities.
11. Submit annual budget request.
12. Attend MAVA Board meetings.
13. Maintain accurate and complete records.
14. Assure submission of accurate and timely information for website, MAVA Monthly and MAVA annual report.
15. Orient new committee chair to position and transfer records and materials.
16. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Skills Needed**:

1. Experience in volunteer management, project management, grassroots organizing or advocacy.
2. Good follow through.
3. Ability to collaborate with other organizations.
4. Excellent written and oral communications skills.
5. Connections to greater MN organizations.

**Benefits:**

1. Make contacts with key leaders across state.
2. Enhance management skills through a leadership position in a statewide association

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_