



Volunteer Job Title	DOVIA Sacramento Chair
Reports To	DOVIA Sacramento Board
Purpose	To provide leadership that ensures the continuity and growth of DOVIA Sacramento.
Term	One year, renewable for a total of two consecutive years.
Appointed By	Nominating Committee

Job Description

ROLES AND RESPONSIBILITIES

1. Ensures Governance of the DOVIA Sacramento organization in accordance with and compliance to Board Duty of Care, Duty of Loyalty, and Legal Requirements including but not limited to:
 - a. Mission, Vision, Values
 - b. Bylaws
 - c. Articles of Incorporation
 - d. Records and reports
 - e. History
 - f. Policies and job protocols
 - g. Business operations
 - h. Finances
 - i. Risk management
 - j. Organization
 - k. Strategic plans
 - l. Goals

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A minimum of two years of service as a DOVIA Sacramento Board member.
 A minimum of two years of experience as a Volunteer Coordinator.
 Demonstrated leadership, critical thinking, and management skills.
 Strong digital literacy in financial management, database management, project management, website, and social media communications systems/software.

PREFERRED SKILLS

Working knowledge of association management software such as Wild Apricot.
 Familiarity with nonprofit and voluntary organizations in the Sacramento/Sierra Region.
 Strong written and oral communication skills.

ADDITIONAL NOTES

Approved By:	Joan Cardellino, Board Chair	Date:	10/1/2020
Last Updated By:	Joan Cardellino, Board Chair	Date:	10/1/2020

Previous version: 10/2012