

## **NAEMT Position Description**

### **Job Title: Director**

**General Overview:** Participates in the governance of the association in accordance with the NAEMT bylaws and policies. Serves as a representative of the membership on the NAEMT Board.

### **Responsibilities:**

1. Participates as a member of the NAEMT Board of Directors in the general management and oversight of the affairs of the association.
2. Prepares for and participates in the scheduled monthly conference calls and meetings of the NAEMT Board, including the mid-year and annual meetings, and special meetings, as required.
3. Actively promotes membership to the EMS practitioners who serve with them in their company, agency or organization.
4. Be a member of the EMS association in their area, and actively promote NAEMT membership to the members of this association by:
  - Encouraging and promoting affiliation with NAEMT to the association's leaders.
  - Working with the association leaders to distribute information about NAEMT to their members through conference registration packets, association mailings, in their newsletter, on their website, or even on their membership application.
  - Attending their annual conference.
  - Requesting a spot on their program to make a brief presentation about NAEMT and/or the key federal issues that are impacting EMS and how NAEMT is working on these issues.
5. Meets with representatives of companies, agencies, and organizations that provide EMS services in their local area and state to promote NAEMT membership, highlighting the corporate discounts on NAEMT membership that are available to them.
6. Attends conferences of other EMS associations in their region as time and resources permit, actively promoting NAEMT membership.
7. At the request of the President, participates on committees, task forces, or working groups.
8. At the request of the President, represents the association at meetings of other organizations and federal agencies.

9. Fully complies and promotes adherence to the bylaws and operational policies of the association.
10. Conducts the affairs of the association in a manner befitting the position of Director and in accordance with the NAEMT Code of Conduct.

**Qualifications:**

- All of the qualifications for NAEMT officer as enumerated in Article 5.2.1 of the NAEMT Bylaws.
- Interest in and ability to devote the time necessary to effectively serve as a Director of NAEMT.
- Good written and verbal communication skills.
- Basic understanding of Robert's Rules of Order.
- Ability to work with a diverse group of people in a collaborative effort with objectivity, honesty and integrity.
- General understanding of non-profit organizations.
- General understanding of financial reports (profit and loss, balance sheet)
- Familiarity with NAEMT's bylaws, policies, and positions.
- General understanding of NAEMT's membership benefits.