

To: All Interested Parties
From: Buddy Faulconer, Chair of the VNGA Executive Director Search Committee
Date: 21 November 2009
Subject: Announcement of Executive Director Position

References: VNGA web site - www.vnga.org See Site Map / Main Links / Organizational Documents (Left column near bottom) VNGA BYLAWS and VNGA SOP (extracts also attached)
BYLAWS Article II Membership
Section 1. a. Active; b. Retired; c. Associate; d. Life;
BYLAWS Article III Officers
Section 1. The officers of the Association and their general functions shall be:
g. Executive Director
SOP Article I Duties and Powers of Officers
Section 9. Executive Director.

The Executive Director (ED) position of the VNGA has become vacant due to the resignation of our current ED, COL (Ret) Mike Coleman. Mike has accepted a new position within the state that did not allow him to continue as our ED.

CPT Danny Jones has asked that a committee conduct a search for those who might be interested in applying for the position. The position needs to be filled as soon as possible in order to assure the proper functioning of our association. In accordance with the BYLAWS (an extract is attached) we will **close the applications for the position by 21 JAN 2010.**

Those interested should submit a resume of their qualifications and why they are interested in filling the position. Be aware the person will have to be eligible to be a voting member of the VNGA per the BYLAWS. Those categories of eligible membership are defined in the BYLAWS as: Active; Retired; Associate; and Life.

Some of the preferred job skills would be, but are not limited to the following:

1) Knowledge of military protocol; 2) Basic computer skills with Microsoft Office programs such as Word, Excel, and PowerPoint; 3) Ability to learn and understand our membership program that is coordinated with the NGAUS (National Guard Association of the US); 4) Communication skills – both oral and written; 5) A self-starter who can work with little or no daily supervision; 6) Ability to be present for some minimum number of hours on a regular basis at the current VNGA office in Sandston; 7) Ability to prioritize actions and report results to the Executive Council of the VNGA;

The position is a “part-time” one that will permit working from other than the VNGA office for most duties. However the person will need to be available to attend certain meetings such as the Executive Council meetings, the NGAUS Annual Conference, NGEDA (National Guard Executive Directors) Annual Meeting, the VNGA Annual Conference, and coordination with Legislative Activities and the VaA/ANGEA (Virginia Army and Air National Guard Enlisted Association) throughout the year. There are other job duties as listed in the BYLAWS and SOP and as assigned by the President of the VNGA.

The current remuneration is \$5,200 per annum (payable currently on a quarterly basis). The expenses for required conferences such as NGAUS and NGEDA are paid by the VNGA. Membership in VNGA and NGAUS, and NGEDA are required and must be maintained in a current status or as a life member.

Those persons interested may reply via email to Buddy Faulconer, Chair of the ED Search Committee at CBFaulc@aol.com. If you have questions regarding the duties or qualifications to be eligible you may submit those to the same email or call (434) 665-4621.