

Elected Volunteer Position Description

POSITION: Vice President

RESPONSIBLE TO:

NNA Board of Directors
NNA House of Delegates
NNA Membership

DESCRIPTION OF POSITION:

The position of Vice-President is an elected position by the NNA membership. The term is for two years.

NUMBER OF MEETINGS TO ATTEND:

Minimum number of meetings required to attend is:

Executive Committee meetings as needed
4-10 NNA Board of Directors meetings
1 NNA Convention, House of Delegates

DUTIES/RESPONSIBILITIES/AUTHORITY:

1. Attends meetings outlined above.
2. Serves as Chair of the By-laws Committee.
3. Prepares a report for every meeting outlined above.
4. Prepares a summary of his/her activities entitled "Vice-President's Report" for the House of Delegates "Book of Reports".
5. Prepares a summary of the Bylaws Committee's work for the "Book of Reports".
6. Provides input for annual performance evaluation of the Executive Director.
7. Attends any meetings as directed by the NNA Board or by the NNA President.
8. Shall assume the duties of the President in his/her absence. Shall serve as President until the adjournment of the annual House of Delegates meeting in the even-numbered year or until a successor is elected if a vacancy occurs in the office of the President.
9. As defined in the NNA Bylaws (Article VII, Section 11).