

### Section 3. The Vice President

#### *General Responsibilities:*

He or she shall:

- ◆ Submit a written report two weeks prior to each Board of Directors meeting.
- ◆ Organize and conduct, with the assistance of the Secretary and Elections Committee Chair, all annual elections.
- ◆ Write an article for each issue of the NDAPA newsletter, *The Review*.
- ◆ Coordinate the submission of the AAPA Constituent Organization Award of Excellence, when appropriate.
- ◆ Provide a written summary report, two weeks prior to the annual meeting, on the year's activities of the office and recommendations for the next year.
- ◆ Coordinate the Board of Director's activities/interactions with applicable PA programs.
- ◆ Anticipate and inform the President of any changes affecting the Board of Directors and/or NDAPA and suggest ways of dealing with these changes.
- ◆ Identify, recruit, and cultivate new volunteer leadership for mentoring potential/student leaders.

#### *Committee Responsibilities:*

He or she shall:

- ◆ Serve as the Board of Directors advisor to assigned committees.
- ◆ Serve as chair/advisor or as a member of the ad hoc Recognition Committee (formally recognizing/commending contributions made by members and volunteers.
- ◆ Serve on the Elections Committee or as the Board of Directors advisor to this committee.

#### *Attendance Responsibilities:*

He or she shall:

- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

#### *Abstract:*

*Since the Vice President's primary purpose is to assist the President in every endeavor, he or she should become knowledgeable of the duties and responsibilities of the President. This serves two purposes. The first purpose is to better assist the President in fulfilling his or her duties. The second purpose is to take over duties and responsibilities in case of an absence or incapacity by the President. This officer may be*

*asked to assume additional responsibilities, as assigned by the President and/or the Board of Directors. The Vice President should seek out and cultivate new leadership for the organization. Like the President, this officer should seek opportunities to represent the organization at professional and social functions in a positive manner. The Vice President should also prepare a final report of the year's activities of the office which includes recommendations for the following year.*

*This position will require approximately 2-5 hours a month. Skills/experience needed to successfully serve in this position include the following:*

- ◆ *Previous Board of Directors experience (recommended)*
- ◆ *Facilitation Skills*
- ◆ *Knowledge of how to run a Board of Directors meeting*
- ◆ *Leadership Skills*
- ◆ *Dedication*
- ◆ *Multi-tasking Skills*
- ◆ *Communication Skills*
- ◆ *Innovative*
- ◆ *Organizational Skills*
- ◆ *Timeliness in completing projects*
- ◆ *Delegation Skills*
- ◆ *Diplomacy Skills*