RESPONSIBILITIES OF VICE PRESIDENT

VICE-PRESIDENT 2010-2012

The position of Vice-President is not open for nominations this year because the term of the current incumbent runs from 2010-2012. The following information is provided for members' information only.

NALP's Vice-President shall, in the absence of the President, preside at business meetings of the Board of Directors, the regions, and/or the general membership. The Vice-President assists the President in conducting the affairs of the association. The Vice-President serves a two year term. The Vice-President assumes the responsibility to attend all meetings of the Board of Directors during her/his term of office (Board meetings are generally held in May, July, November, February and immediately prior to the Annual Education Conference).

Candidates for Vice President make a commitment to the association to serve as described below:

Governance

With the President, President-Elect, and Treasurer, serves as an officer of the association.

In conjunction with other officers, plans and coordinates orientation activities for the incoming Board of Directors.

In the absence of the President, presides at business meetings of the Board of Directors, the regions, or the general membership.

Volunteer Leadership and Conferences

Serves as Chair of the Regional Resource Council and acts as a liaison between the Regional Representatives.

- Coordinates and chairs meetings with the Regional Representatives including an orientation/training session at the Annual Conference (or as soon thereafter as possible) and any other in person meetings or phone conferences.
- Coordinates activities of the Regional Representatives and reports to the Board of Directors regarding the same.

Participates as an active member of other Sections, Committees, Groups, and Task Forces as requested by the President.
Assists with conference programming and supports the President in convening and leading the conference planning committee.

Coordinates preparation of Directors and Regional Representatives for regional business meetings at Annual Education Conference.

Attends the Annual Education Conference immediately prior to the term of office and the two Conferences during the term of office.

- Serves as Chair of the Awards of Distinction Committee.

**Fiscal and Administrative**

Consults with the officers in proposing the annual budget.

**Communications and Public Relations**

Represents NALP to external audiences, including writing articles and speaking at conferences and meetings with the approval of the President.

Writes for the NALP *Bulletin* as appropriate.

**Time Commitment — Vice-President**

In addition to the time required to complete the tasks described above:

Attends all meetings of the Board of Directors during her/his term of office (Board meetings are generally held in May, July, November, February and immediately prior to the Annual Education Conference).

Attends the Annual Education Conference immediately prior to the term of office and the two Conferences during the term of office.

- Attends meetings, if convened, of the Regional Resource Council

Travel nights (nights away on NALP business): Approximately 20-22 required nights each year. Additional optional nights as requested.

The Vice-President typically has the most significant time commitment immediately prior to and during the Annual Education Conference and during the Awards of Distinction process in January.
Resources and Support Available to the Vice-President

The Vice-President's employer is entitled to reimbursement of up to $10,000 over the term of office for resources expended and expenses incurred in supporting the duties as Vice-President of NALP. The Vice-President will have discretion to budget the funds as will best support the duties to NALP. No more than one half of the total amount can be used in the first-year of the term.

The Vice-President may call upon the NALP staff for support in carrying out the duties of the NALP Vice-President.

The Vice-President is eligible for reimbursable travel expenses associated with NALP Board meetings and any additional NALP-related required travel.

The Vice-President is eligible for reimbursable dependent care expenses (up to $1,000 per year) above regularly anticipated cost of such expenses incurred as a result of Board activities.