Job Description
Vice President/President Elect

Duties and Responsibilities:

1. Performs the duties of the President in the absence or incapacity of the President

2. Assumes the responsibilities set forth by the Board of Directors

3. Serves as Chairperson of the Scholarship Committee
   - The vice-president will oversee the review and make recommendations of scholarships.
   - The vice-president will be informed by the President of the members of the scholarship committee. These 5-6 members represent the geographical areas of NPANA membership.
   - The vice-president will assess the status of pending scholarships. The fiscal year begins in January and money is placed in the fund. It is necessary to keep a running total of the amount of money left in the scholarship account.
   - The vice-president will contact the committee members by telephone, letter or e-mail and introduce themself. Encourage the member to continue serving on the committee. There is not a time limit for serving on the committee.
   - The vice-president will refer to the Educational Scholarship ‘Application for eligibility requirements.
   - When a scholarship request is received, e-mail or send a copy to each committee member. The committee members must respond to e-mail recommendation/decision within 1 week.
   - The vice-president will collect the recommendations, arrive at a decision and forward the decision to the Treasurer.
   - A cover letter of congratulations will be forwarded to recipient along with instructions on how to submit for reimbursement.

4. Serves as Chairperson of the Seminar Conference Committee
   - The Vice-President shall oversee annual NPANA conferences with the education coordinator.
   - The Vice President shall communicate with conference contact person.
• The Vice President shall review and approve hotel and food expenses.
• The Vice President shall assist the education coordinator with problems that arise that need board involvement.
• Assures that thank you notes and honorariums are given to speakers at the conferences

5. Shall become President

6. Serves as delegate to Representative Assembly for ASPAN

Professional Expectations of Board of Directors Members

1. Will attend 80% of scheduled meetings; A member of the Board of Directors shall be relieved of responsibility to the Board after two (2) unexcused absences from scheduled Board of Directors meetings.
2. Represents NPANA in a professional manner including; dressing appropriately, arrive on time to meetings, and being prepared for each meeting
3. Will ask for assistance if having difficulty completing expected duties and responsibilities
4. Provide adequate handoff to incoming officers; Upon retiring from office, all officers of this Association shall deliver all records, or other property of the Association, to their successors within a timely manner
5. Communication is key to NPANA success; the expectation is email correspondence will be completed within 7 days, phone calls will be returned within 48 hours
6. Reviews job description annually and revises as necessary

Implemented:
Reviewed: October 2015
Revised: October 2015