



NAHU Board of Trustees Job Description

Vice President

Bylaws:

ARTICLE VI - Duties of Officers, Section 3.

Section 3. The Vice President shall oversee the activities of the Standing Committees assigned to him/her by the President, and shall be responsible for other duties as they are assigned to him/her by the President, Executive Committee, or Board of Trustees.

Commentary:

The primary role of the Vice President is to serve at the discretion of the President and serve as needed. Additionally, it is the responsibility of the Vice President to meet with the Regional Vice Presidents and discuss concerns, issues and other things that may come up, but it is never the Vice President's job to speak on behalf of the Regional Vice Presidents unless asked to. The Vice President is to serve as the Liaison for the Regional Vice Presidents to the Executive Committee.

- Strategic Planning:
 - Work with the President and President-elect to identify goals and objectives for upcoming year as president
- Respond to member inquiries and complaints.
- Meetings:
 - Board of Trustees
 - Executive Committee
 - Regional Vice Presidents
 - Committees assigned per liaison responsibilities
 - Legislative Council and LMT
 - Nominations
 - Media Relations
 - Joint Executive Committee (JEC) meeting (July)
 - Budget Meeting (October)
 - Annual Convention
 - Capitol Conference
- Communications:
 - Personal correspondence to membership (e.g. cards, letters, email, etc.) – the more personal the better (as needed)