



NAHU Board of Trustees Job Description Regional Vice President

Position Description: An RVP is a member of the NAHU Board of Trustees for one of eight geographic regions and is elected for a two-year term of office. Each RVP represents national interest in coordinating all activities affecting NAHU in the specific region from which elected.

- The **RVPs will work with the NAHU Vice President** or other Executive Committee Members as appointed by the NAHU President to serve as the RVP liaison.
- The **RVPs coordinate with NAHU Executive Committee Members** responsible for specific area of interest that will have regional representation (i.e., awards, bylaws, etc.). Please note, during calendar year 2010 NAHU changed the representation of some committees; which do not necessarily have regional representation (e.g. membership and legislation). This decision of NAHU does not exempt any region from recruiting a member to perform functions of these committees within your region.
- Each **RVP forms a “Regional Executive Committee”** which is a team of volunteers who serve in various functions at the regional level. The President of NAHU, with the advice of the Committee Chair, the Regional Vice President and other appropriate officers, at least 30 days prior to the National Convention, will appoint the Regional Committee Chairs. The incoming Committee Chair and RVP will choose a person(s) who they feel will be able to perform all the duties of the position and make a recommendation no later than 60 days prior to the National Convention. Only active members of NAHU in good standing may serve as Regional Committee Chairs. The decision of the President will be communicated to the RVP, Committee Chair and to the appointed Regional Chair in writing. The **Regional Executive Committee** which consists of two types of members: **Regional Chairs** and **Representatives**.
 - **Regional Chairs serve two functions:** They are representatives or liaisons to a specific NAHU committee for that region. For some committees the regional chair may not be the same as the regional representative. It is imperative in these cases that the chair and representative have a good working relationship. Along with working with the committee or committee liaison, chairs also have a regional committee comprised of state and/or local chapter counterparts for that specific area of interest. Chairs consist of:
 - ◆ Regional Membership Chair (*member of NAHU Membership Council)
 - ◆ Legislative Chair (*member of the NAHU Legislative Council)
 - ◆ Professional Development Chair
 - ◆ Media Relations Chair



- **Regional Representatives serve one function:** They either represent the Region on a specific NAHU committee or work closely with the committee's regionally appointed liaison. Generally speaking there is no regional committee formed for these specified NAHU national committees. Regional Representatives consist of:
 - ◆ Awards Committee Regional Chair
 - ◆ Election Committee Regional Chair
 - ◆ Chapter Development Committee Regional Chair
 - ◆ LPRT Committee Liaison
 - ◆ NAHU Young Agents Health Underwriters (YAHU) Liaison
 - ◆ HUPAC Regional Representative

The specific responsibilities of the RVP are:

- **Maintain up-to-date status on all chapter leaders, programs and problems;** must know what is going on. See that a communications link exists between Local, State, Regional and National leaders; be the key person in that communications link!
- **Establish one state coordinator in each state** who will assist in knowing activities ongoing in the state. In states with a state association, *the president of that association would be a good person for this role.*
- **Participate in monthly RVP meetings** and discuss issues in the region. Report achievements since last Board report, plans for the future, requests for assistance, problems and recommended solutions.
- **Represent NAHU** at chapter sales congresses and other meetings within the region.
- **Help develop and implement** membership campaigns, promote all NAHU sponsored designations, and other educational programs as needed.
- **Conduct at least one regional meeting per year** (invitational) for all state and local association leaders including presidents and presidents-elect and include the regional chairs and their state and local chapter counterparts as well as regional representatives or liaisons to NAHU committees.
- **Conduct regional sessions** at the Annual Convention, Capitol Conference, and other NAHU meetings where asked.
- In conjunction with all other RVPs, **evaluate current NAHU programs and activities**, and recommend to the Board of Trustees activities and procedures that will make NAHU more effective.



- **Ensure that all chapters within the region are operating in accordance with the scope and intent of the NAHU bylaws, and NAHU policy and procedures.**
- **Assist in formation of new chapters.** Develop a plan for establishing new chapters and priority for implementation. **Set realistic goals for the year.**
- **Operate within the constraints of the current budget,** and prepare a proposed regional budget for the following fiscal year.
- **Identify and cultivate potential NAHU leaders.**
- **Maintain the RVP Manual and an RVP file** (or kit) to pass on to the incoming RVP.