

POSITION DESCRIPTION

POSITION: VICE PRESIDENT OF THE ACNM

BASIC FUNCTIONS: Performs the duties of the President in the absence or inability of the President to serve; and succeeds to the office of President should the Presidency become vacant during an unfinished term and there is no President-elect. Coordinates the volunteer leadership of the ACNM Divisions, Committees and Task Forces; performs such duties as may be assigned by the President, the ACNM Board of Directors (BOD) or the Executive Committee.

SPECIFIC RESPONSIBILITIES: Within the limits of the ACNM Articles of Incorporation and Bylaws and policies established by the Board of Directors, the ACNM Vice President:

1. Attends all Board of Directors meetings:
 - Submits quarterly report outlining activities since the last meeting.
 - Submits BOD Agenda Items as appropriate and/or as directed.
 - Thoroughly reads Board package in advance and comes to meetings prepared to give informed input to the discussion
2. Serves as Acting President in the absence or disability of the President and the President-Elect and succeeds to the office of the President should the President become vacant during an unfinished term when there is no President-Elect.
3. Assists ACNM President and ACNM staff in announcement of vacancies, recruitment and appointment processes for ACNM Volunteer Leadership positions.
4. Participates in updates to ACNM Volunteer Leadership materials in conjunction with ACNM staff
5. Participates in Orientation activities for ACNM leadership.
6. Chairs the BOD Personnel and Awards Committee

7. Acts as a coordinator from the Board to all divisions, committees and task forces of the college
 - Maintains charge book
 - Provides feedback related to each specific charge, agenda item or question.
 - Communicates BOD charges with specific time lines for reporting and completion of charge/task immediately following and prior to each BOD meeting and as needed in the interim.
 - Maintains communication as required.
 - Informs committee/division/task force chairpersons of actions and information that have relevance to their work/charge/committee.
8. Submits an annual budget for the office of the Vice President and functions within approved budget as required by the Finance and Audit Committee and:
 - Maintains records related to disbursements
 - Submits in a timely fashion vouchers for reimbursement according to the 'Guidelines for Financial Reimbursement'
9. Attends ACNM functions and other events as directed by the President.
10. Serves as a member of the Executive Committee
11. Serves as liaison to national committees/taskforces/divisions as assigned by the President by:
 - Communicating with chairs concerning BOD actions related to their committee.
 - Attends meetings whenever possible.
 - Clarifying agenda items submitted by the chair.
12. Performs the following duties at the ACNM Annual Meeting:
 - Attends all official ceremonies, receptions, luncheons and recognition affairs.
 - Attends all business sessions and participates as required by virtue of office
 - Attends appropriate national committee/taskforce/division meetings, especially those served as the Board Liaison;
 - Hosts Awards Celebration
10. Performs other duties as assigned/directed.

QUALIFICATIONS:

1. Active member of ACNM for at least 3 years.
2. Available to carry out the responsibilities of the office.
3. Proven leadership ability.
4. Evidence of long term commitment to the ACNM philosophy, Objectives and Bylaws. Ability to think and act in terms of ACNM's organization, philosophy, purpose and function, based on knowledge of the history of ACNM and its prior actions.
5. Previous active participation in activities of the ACNM, including knowledge of the cultural structure and function of the ACNM Board and College activities. May be achieved through prior election to the BOD, division/committee chair position, etc.
6. Excellent management, communication and group skills. Remains calm under pressure.

INTERNAL RELATIONSHIPS: Reports to the President. Coordinates with members of Executive Committee, Board of Directors, all division/committee/task force, and ACNM National Office staff as required

EXTERNAL RELATIONSHIPS: Per the direction of the President, attends activities as assigned.

Approved by ACNM Board, February 1991; 5/92; 9/10; 4/13

Real Life Perspectives

The person considering running for Vice-President should be prepared for an average of 6-8 hours/week time devoted to ACNM activities dependent on the liaison activities assigned. This can be more some weeks, such as around ACNM board meetings, and less during holiday periods.

There are also meetings the VP attends:

- *ACNM Annual Meeting (May-June)*
- *ACNM Foundation Meeting (fall)*
- *Weekly conference briefing calls with ACNM CEO & President (sometimes more)*
- *Meetings of committee/task force/divisions you are liaison to*

- *Lobby on capitol hill when BOD meetings are in DC*

Document production

- *Charge book 4x/year*
- *Quarterly report 4x/year*
- *Notification to award winners*