

Section: Job Responsibility

Number: 101-02.2

Subject: Vice President/President Elect

Date: Last Revised March 2009

Reports to: President and Board of Directors

Purpose: Witness the administration of the affairs of the Association in anticipation of his/her term of office of the President, and by active aid to the President, acquaints him/herself with the duties and responsibilities of the office of President.

Role & Responsibility: Maintains personal ASPAN/SCAPAN membership

1. Assumes second level of responsibility as directed by current President.
2. Assumes the duties of President in her / his absence.
3. Assists the President in completing meeting agendas for board or committees meetings.
4. Represents SCAPAN and assists the membership in an advisory capacity concerning organizational affairs.
5. Prepares to assume duties of the President by active participation in all internal and external affairs of the association.
6. Selects, in conjunction with the President, committee members via the Willingness to Serve forms. Submits committee assignments to the board for approval.
7. Collaborates with the BOD and committee chairs to determine needs for the coming year.
8. Participates as a member of the Annual Conference Planning Committee.
9. Assumes executive responsibility for Bylaws & Policy/Procedure committee.
10. Reviews job description yearly and recommend revisions as necessary.
11. Serves as 2nd representative to the ASPAN Representative Assembly at National Conference.
12. Maintains a notebook of all correspondence to pass on to successor.
13. Promotes development of SCAPAN leadership.
14. Serves as Resource to president and others as needed.

Original: 10/97
Revised: 01/02
01/02, 4/06, 3/09
