



Board Position Title:	Vice President
Term of Office:	2 year (January – December) beginning on the first day of the calendar year.
Position Description: Leads the Chapter as part of the tripartite role of President-Elect, President, and Immediate Past-President.	
ROLES/RESPONSIBILITIES: THE PRESIDENT - <ul style="list-style-type: none"> • Represents the membership and Board in carrying out the Division’s mission, strategic plan, goals, and policies. • Helps President and President-elect establish the Division’s goals and objectives in line with its mission. • Helps President and President-elect establish the agendas for Board and any other meetings. • Presides over all meetings in absence of President and President-elect • Helps President and President-elect oversee all fiscal matters including budget preparation/administration in collaboration with the Treasurer. • Helps President and President-elect (except for the Nominations Committee), appoints committee chairpersons and members, as needed, with the advice and consent of the Board. • Serves as a member of the Executive Committee and attends all meetings. • Communicates and collaborates with members to fulfill the Division’s mission. • Helps President and President-elect solicit and manage reports from committees and state divisions. • Collaborates with the President elect to plan and execute trainings, webinars, etc. • Assists with the recruitment and development of Board members. • Assists the Awards Committee with nominees. • Actively participates in all NRA leadership, membership, and other training opportunities. • Ensures the Division has the economic resources to fulfill its mission. • Works to advance the mission of the Division. • Serves as an ambassador for the Division 	

Adopted by:	NRA Board of Directors	Date:	October, 2018
Reviewed by:			

Updated by:			
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