

EXECUTIVE VICE PRESIDENT

POSITION DESCRIPTION

The Executive Vice President is elected by the members of the association in accordance with the National Constitution and Bylaws and is responsible to the National President and the Executive Board for assuming the duties of the National President during any absence.

Authority

As an elected National Officer, the Executive Vice President has such authority to perform as set forth in the National Constitution and Bylaws.

Duties and Responsibilities

The following specific duties and responsibilities are delegated to the Executive Vice President. This list is not intended to be inclusive.

1. Assume all duties and responsibilities of the National President during any absence.
2. Review the performance and activities of the officers, committee chairmen, and appointed officials, and in conjunction with the President, provide guidance.
3. Submit to the National President for approval, National Directors for Strategic Planning, Standards Development, Legislative Affairs, and others as the need arises.
4. Represent the NPMA Standards Development Committee on issues to be addressed by the Executive Board.
5. Exercise the NPMA right to vote on ASTM International E53 Committee Property Management Standards.
6. Direct and provide oversight to the Special Interest Group program and its activities on the website, in the Property Professional magazine, email blasts, or any other venue utilized in its operation.
7. Provide recommendations on programs, budget changes, or initiatives not previously considered by the National or Executive Boards.

Performance Schedule

1. Executive Board Meetings--collect from and distribute to board members: the agenda, officer's reports and proposals at least one week prior to the scheduled meeting.
2. Lead the Association in the development, distribution, and implementation of Strategic and annual Business Plans.
3. National Office interactions:

VP's Responsibilities	National Office's Responsibilities
Co-signs checks greater than \$1,000 in the absence of VP Finance.	write all checks, forward checks greater than \$1,000 for co-signature
Approve agenda items and their order	Solicit and collect agenda items from board members and prepare meeting agenda for distribution.

Approve drafts of Strategic Plan for submission to the National President.

Collect items from board members and assemble strategic plan into workable document.

4. Transition with National Office

- a. For banking purposes the Executive Vice President must supply social security number, driver's license number and expiration date, and birthday.
- b. Provide three samples of your signature on white paper with a fine tip black marker, for scanning into computer.
- c. Sign appropriate signature cards for Association financial accounts.